

WILLMAR CITY COUNCIL PROCEEDINGS
COUNCIL CHAMBERS
WILLMAR MUNICIPAL UTILITIES BUILDING
WILLMAR, MINNESOTA

November 7, 2016
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Audrey Nelsen, Steve Ahmann, Denis Anderson, Rick Fagerlie, Andrew Plowman, Shawn Mueske, Tim Johnson, and Ron Christianson. Present 9, Absent 0.

Also present were Interim City Administrator Mike McGuire, Police Chief Jim Felt, Fire Chief Frank Hanson, Finance Director Steve Okins, Public Works Director Sean Christensen, Human Resource Director Bridget Buckingham, City Clerk Judy Thompson and City Attorney Robert Scott.

Council Member Fagerlie added to the agenda MSNBC will be airing the program featuring the Hub and Building 313 on Sunday November 13th at 6:30 a.m. Mayor Calvin directed Interim City Administrator McGuire to obtain a copy of the program and have it aired on WRAC8.

Mayor Calvin mentioned the Goodness Café in downtown Willmar is giving away "I Love Willmar" buttons and urged everyone to stop and receive a button.

Council Member Christianson offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of October 17, Willmar Municipal Utilities Board Minutes of October 24, Rice Memorial Hospital Minutes of October 31, Planning Commission Minutes of October 26, Application for Exempt Permit – Minnesota Elks Youth Camp, Human Rights Commission Minutes of September 20, Willmar Area Lakes CVB Board Minutes of September 27, Airport Commission Minutes of October 19, Willmar CER Joint Powers Board Minutes of October 28, Board of Zoning Appeals Minutes of October 31, Accounts Payable Report through November 2, and Building Inspection Report for October 2016. Council Member Anderson seconded the motion, which carried.

Interim City Administrator Mike McGuire presented information regarding Special Assessments against Lots 6 and 8, Block 1, Oslo Meadows. Mayor Calvin opened the Public Hearing at 7:05 p.m. There being no one present to speak, the Hearing closed at 7:06 p.m.

Resolution No. 1 was introduced by Council Member Ahmann, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

WHEREAS, the following properties located within the City of Willmar were offered for sale by the County Auditor at tax forfeiture sale:

Parcel 95-604-0060; Lot 6, Block 1, Oslo Meadows

WHEREAS, the above property was subject to reassessment of \$2,325.76 special assessments if sold;
and

Parcel 95-604-0080; Lot 8, Block 1, Oslo Meadows

WHEREAS, the above property was subject to reassessment of \$2,325.76 special assessments if sold;
and

WHEREAS, the above properties were sold to Robin A. Javaherian on October 7, 2015;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the \$4,651.52 special assessments against the above properties be placed on the tax rolls for collection over a five (5) year period with an interest rate of five and one-half (5.50) percent, and that the County Auditor be notified to extend this assessment on the tax rolls payable in 2017 and thereafter.

Dated this 7th day of November, 2016.

/s/ Marv Calvin

Mayor

Attest:

/s/ Judy Thompson

City Clerk

Gary Gilman, 500 NW 34th Street, spoke during the Open Forum. Mr. Gilman offered his opinion, and urged citizens to vote "no" on the local option sales tax question on the ballot.

Mayor Calvin introduced Gary Weiers of David Drown & Associates, who presented an update of the City Administrator Position Profile and the timeline of completing the process. Mr. Weiers asked that the statement regarding \$1Billion invested in Renewable Energy Projects be removed due to inability to verify the information. Mr. Weiers asked for feedback to the reference of a minimum 10 or more years of management and supervisory experience in the job description. Mr. Weiers stated his concern is that it limits the amount of eligible candidates. Following discussion, it was recommended that the 10 or more years of management and supervisory experience in positions of similar complexity be moved from the minimum qualifications to the preferred qualifications and changed to recommend minimum of 5 or more years of management and supervisory experience in positions of similar complexity. In regard to the timeline, it is proposed that the posting will begin early December and ending possibly January 6th or 9th. Screening of applicants will be January 11th, with candidate information brought to the January 17th Council meeting. It is anticipated a new City Administrator would be in place early March. The screening committee would consist of Mr. Weiers, Mayor Calvin, Mayor Pro Tempore Christianson, Interim Administrator McGuire, and Human Resource Director Buckingham. The full Council will make the final decision on which candidates would be interviewed.

Council Member Mueske moved to approve the City Administrator Position Profile as amended. Council Member Plowman seconded the motion which carried.

Planning and Development Services Director Peterson introduced John Offerman and Gary Hildebrand from Energy and Organic Systems (EOC) who gave a presentation about their organic waste conversion system they proposed for the City-owned property near the WWTP.

Following the presentation, the Council had the opportunity to ask questions. Council Member Ahmann thanked Mr. Offerman and Mr. Hildebrand and the Council will take this under consideration for further analysis.

The Finance Committee Report for October 31, 2016 was presented to the Mayor and Council by Council Member Anderson. There were three items for consideration.

Item No. 1 There were no comments from the public.

Item No. 2 Staff explained to the Committee that now that Kandiyohi County has assumed the City Assessing duties, they noted that "Ordinance No. 463, An Ordinance Establishing Urban and Rural Service Districts in the City of Willmar Under Authority of 1965 Session Laws, Chapter 712", was approved on August 13, 1966, designating certain areas of land in the Rural Service District. This ordinance created an urban service district and a rural service district (agricultural land) because properties in the rural service district do not receive the same number of City services as properties in the urban service district. Since Ordinance No. 463 was first approved, the City of Willmar has grown substantially and new areas are now eligible to be included in the District and others no longer qualify. Areas proposed to be removed or updated are located in Sections 10, 11, 13, 14, 20, and 23 of Township 119, Range 35 which have since been developed. Areas proposed to be added are located in Sections 4, 8, 18, 19, 26, and 27 of Township 119, Range 35; Sections 35 and 36 of Township 120 Range 35 (Dovre Township); and Sections 11, 12, 13, 14, 23, and 24 of Township 119, Range 36 (St. John's Township). Information on Ordinance No. 483, which addresses the rates for these districts, will be presented at a future date.

The Committee was recommending the Council authorize the City Attorney to draft an amendment to Ordinance No. 463 to add or remove property as applicable in the Urban and Rural Service Districts for Council review. Council Member Anderson moved the recommendation of the Committee. Council Member Fagerlie seconded the motion which carried.

Item No. 3 Staff presented the Agricultural Land Exemption Policy to the Committee for review per City Council directive. This policy addresses special assessments as they relate to agricultural land within the City limits. When exempted property is sold or developed, the property pays for its share of the greater of 1) the assessment at the time of the improvement or 2) the valuation of the improvement in the current year in which the property is sold or developed. It was noted that interest is not charged. It was the consensus of the Committee that no changes be recommended at this time. However, questions were raised about how the City of Willmar's policy relates to policies of other communities. The Committee directed staff to provide information on the results. This matter was for information only.

The Finance Committee Report for October 31, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Nelsen, which carried.

The Public Works/Safety Committee Report for November 1, 2016 were presented to the Mayor and Council by Council Member Nelsen. There were eight items for consideration.

Item No. 1 No public comments were made.

Item No. 2 Chief Felt noted the jail census for November 1, 2016 was 114; 31 inmates from the Department of Corrections, 71 inmates from Kandiyohi County and 12 inmates from other counties. The calls for service the previous two weeks totaled 813 and are 2 days ahead of this date last year. The majority of the calls for the previous two weeks were for traffic stops, followed by public assists and family service calls. Chief Felt noted the department is hosting two Somali-American police officers for a public seminar on November 2nd at 2 p.m. at the Library to speak about diverse communities and will also be participating in a private training session with officers that evening. The process continues to move forward to hire two new officers, with the new hires being able to start in as soon as two weeks.

Chief Hanson noted total Fire Department total calls for service in the previous two weeks totaled 15. The calls included 4 alarm activations, 4 crashes, 3 gas line cuts, 1 kitchen fire, 1 cooking fire, 1 carbon monoxide call and 1 assist in searching for a child by Raymond. The total calls for service this year is 274, compared to 297 calls in 2015. The dispatch to en-route time currently is 4 minutes 32 seconds. Chief Hanson noted all of the department's 2016 projects are finished. The department is looking into partnering with the Red Cross to install smoke detectors in 1,000 homes in January. The Red Cross would provide the supplies and the department would donate the labor to install them.

Item No. 3 Staff brought forth, for approval, the purchase of a computer server and associated software from WatchGuard in the amount of \$13,665.00 for the Police Department. The server and software will be used to upgrade the ten squad car video systems and prepare for future body camera additions. Funds will be utilized from the Law Enforcement DUI/Narcotics forfeiture account for the purchase.

Resolution No. 2 was introduced by Council Member Nelsen, seconded by Council Member Plowman, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar to authorize the purchase of a computer server and associated software from WatchGuard in the amount of \$13,665.00 for the Police Department for the purpose of upgrading ten squad car video systems and preparing for future body camera additions; and

BE IT FURTHER RESOLVED by the City Council of Willmar, Minnesota, that funds be appropriated from the Law Enforcement Forfeiture Fund as follows:

INCREASE: 2016 Law Enforcement Forfeiture Fund Capital Outlay/Equipment \$ 13,665

INCREASE: 2016 Transfers In-Law Enforcement Forfeiture Fund \$ 13,665

Dated this 7th day of November, 2016.

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

Item No. 4 Public Works Director Christensen brought forth, for approval, the resolution authorizing the utility easement vacation of Terraplane Estates. Koosman Land Company replatted it to accommodate single family home construction at 25th Street SE, and during this process it was determined the 109 foot utility easement would have to be vacated at the cost of the developer.

Resolution No. 3 was introduced by Council Member Nelsen, seconded by Council Member Anderson, reviewed by Mayor Calvin, an approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

VACATING A PORTION OF A UTILITY EASEMENT

WHEREAS, the vacation of that portion of the utility easement as described below was initiated by the developer KLC of Willmar:

Legal description to vacate a portion of the utility easement across Lots 17, 18, 19, and 20 of Block 2, TERRAPLANE ESTATES as of public record, Kandiyohi County, Minnesota said easement being 5' on each side of the following described line: Beginning at the northwest corner of said lot 19; thence southerly along the west line of Lots 19, 18, and 17 a distance of 109.00 of said line.

WHEREAS, the proposed vacation has been approved by the Public Works/Safety Committee of the City of Willmar; and

WHEREAS, mailed notice of the proposed vacation was sent to Willmar Municipal Utilities and affected private utility companies as per by Subdivision 6 of Section 9.01 of Subdivision 4.A. of the Willmar City Charter; and

WHEREAS, the City Council of Willmar finds that it is in the best interest of the City of Willmar to vacate that portion of said utility easement;

NOW, THEREFORE, BE IT RESOLVED, that the above described portion of dedicated utility easement be, and hereby is, vacated.

BE IT FURTHER RESOLVED that a certified copy of the Resolution be filed with the Kandiyohi County Recorder on or after the 7th day of November, 2016.

Dated this 7th day of November, 2016.

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

Item No. 5 Staff brought forth, for approval, the standard loan renewal agreement for the F-14 TOMCAT at the Willmar Municipal Airport. The City entered into an agreement with the Navy for the aircraft to be placed at the airport and a loan renewal agreement is required every five years.

Resolution No. 4 was introduced by Council Member Nelsen, seconded by Council Member Christianson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

BE IT RESOLVED by the Willmar City Council, a municipal corporation of the State of Minnesota, that the City Administrator be authorized to enter into a Standard Renewal Loan Agreement between the City of Willmar and Department of the Navy for the F-14A TOMCAT aircraft.

Dated this 7th day of November, 2016

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

Item No. 6 Staff brought forth, for information, discussion on the increased parking along 9th Street, 12th Street and Pioneer Circle SE. Concerns had been previously noted of Bethesda staff parking along these streets rather than utilize the facility parking lot. With this increased parking, there is a concern for obstruction during the snow removal operations by City snowplows in the winter months. Staff has since spoke

with Bethesda staff and they are proactively working with their employees on parking in the provided lot. Staff is recommending no action at this time and continuing to monitor the situation for further improvement.

A motion was made by Council Member Plowman, seconded by Council Member Johnson to table the discussion of parking concerns until further notice. The motion carried. The Council received this for information only.

Item No. 7 Staff brought forth, for approval, consideration to either reject all bids for the Rice Park Improvements project and authorize re-bidding or to accept the bid from Marcus Construction and find an approximate \$50,000 to fund the project as originally bid. Six bids were received for the project and all were above the \$705,000 budgeted.

Following discussion, a motion was made by Council Member Plowman, seconded by Council Member Johnson for staff to proceed with finding the \$50,000 in additional funds needed to accept the bid from Marcus Construction for the Rice Park Improvement project and bringing their findings to the full Council Finance meeting on November 15th. The motion carried.

Item No. 8 The Committee discussed the date of the next Public Works/Public Safety meeting, as there is a full Council Finance Committee meeting previously scheduled on Tuesday, November 15th. The Committee decided to still briefly meet on the 15th at 4:30 p.m. before the Finance meeting at 4:45 p.m.

The Public Works/Safety Committee Report for November 1, 2016 was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Nelsen, seconded by Council Member Anderson, and carried.

The Labor Relations Committee Report for November 2, 2016 was presented to the Mayor and Council by Council Member Ahmann. There were four items for consideration.

Item No. 1 There were no public comments.

Item No. 2 Human Resource Director Bridget Buckingham presented proposed changes to the sick leave section of the City's Personnel Policy. In Section 5.2, Sick Leave Donation, it is proposed to add "member of the employee's immediate household." In the same paragraph remove the definition for a life-threatening illness or condition as defined by a physician's diagnosis. Under the conditions of which the donation of sick leave are subject to, delete No. 1.

The Committee was recommending the Council approve the changes as presented. Council Member Ahmann moved the recommendation of the Committee. Council Member Anderson seconded the motion, which carried.

Item No. 3 Human Resource Director Bridget Buckingham updated the Committee on the status of the compensation/classification study being conducted by Springsted. Rescoring of several positions were recently requested by Ann Antenson of Springsted which still need to be reviewed. The results were deferred to the next Committee meeting of November 16th.

Item No. 4 Human Resource Director Bridget Buckingham updated the Committee on the status of the City's Health Insurance options to include the new HSA/VEBA. Mr. Gene Thule of the Southwest Service Cooperative is scheduled to meet with employees on November 10th to answer questions. Council Member Mueske suggested requesting several Willmar Municipal Utilities who currently have the plan join the discussion.

The Labor Relations Committee Report for November 2, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Anderson, and carried.

City Clerk Thompson explained to the Council there was one applicant that applied for the Deferred Special Assessments for Senior Citizens and/or Disabled Persons.

Resolution No. 5 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 5

WHEREAS, the City Council of the City of Willmar, Minnesota, did order the reconstruction of certain streets during the year 2016 (Project 1601); and

WHEREAS, Minnesota Statutes, Sections 435.193 to 435.195 allows local governments certifying special assessments against municipal properties to defer the payment of that assessment for any homestead property owned by a person 65 years of age or older or retired by virtue of a permanent and total disability; and

WHEREAS, certain property owner(s) have made application to the City for delayed payment of tax on special assessments and have met the criteria contained in Minnesota Statutes for said deferment.

NOW, THEREFORE, BE IT RESOLVED by the Willmar City Council that special assessments as hereinafter designated be certified to the County and deferred for the years of 2017 through 2026 with interest at the annual rate of four and fifty hundredths (4.50%) percent.

BE IT FURTHER RESOLVED that the option to defer payments will terminate and all deferred payments and interest become payable if a) the owner dies and the surviving spouse is not eligible; b) the property or a portion of the property is sold, transferred or subdivided; c) the property loses its homestead status; or d) the City determines that to require immediate or partial payment would not create a hardship.

Daniel A. Ruter
929 Lakeland Drive NE
Willmar, MN 56201

95-911-0610 \$3,400.00
Section 11, Township 119, Range 35
SOUTH 85', OF NORTH 715', OF WEST 150', OF EAST 183' OF GOV'T
LOT 3

Dated this 7th day of November, 2016.

Attest:

s/s Marv Calvin
Mayor

s/s Judy Thompson
City Clerk

City Clerk Thompson explained to the Council that a Board of Canvass meeting to certify the results of the November 8, 2016 General Election has been set for Monday, November 14th at 12:00 noon in Conference Room No. 1 at the City Office Building. Council Member Christianson moved to approve staff's recommendation, with Council Member Ahmann seconding the motion which carried.

Announcements for Council Committee meeting dates were as follows: Finance Committee/Full Council, 4:45 p.m. at Council Chambers, November 15; Public Works/Safety, 4:30 p.m. at Council Chambers, November 15; Labor Relations Committee, 4:45 p.m. at City Hall, November 16; Community Development, 4:45 p.m. at City Hall, November 17, 2016.

Council Member Mueske offered a motion to adjourn the meeting with Council Member Plowman seconding the motion, which carried. The meeting adjourned at 8:43 p.m,

Attest:

MAYOR

SECRETARY TO THE COUNCIL

WILLMAR FINANCE COMMITTEE/CITY COUNCIL
COUNCIL CHAMBERS
WILLMAR MUNICIPAL UTILITIES BUILDING
WILLMAR, MINNESOTA

November 15, 2016
4:45 p.m.

The Finance Committee and Full Council of the City of Willmar met on Tuesday, November 15, 2016 in the Council Chambers at the Willmar Municipal Utilities Building. The meeting was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Audrey Nelsen, Denis Anderson, Rick Fagerlie, Ron Christianson, Shawn Mueske, Andrew Plowman, Steve Ahmann, and Tim Johnson. Present 9, Absent 0.

Also present were Interim City Administrator Mike McGuire, Police Chief Jim Felt, Fire Chief Frank Hanson, Finance Director Steve Okins, Public Works Director Sean Christensen, Human Resource Director Bridget Buckingham and City Clerk Judy Thompson.

Item No. 1 There were no public comments.

Item No. 2 Finance Director Okins presented a request for payment for the concrete driveway at the Willmar Fire Station from Haats Masonry, LLC in the amount of \$30,223.40 and was requesting to transfer funds from the current Fire Department Supplies and Maintenance Appropriations to cover the costs.

Following discussion, Council Member Nelsen moved to approve Staff's recommendation. Council Member Ahmann seconded the motion, which carried.

Item No. 3 Finance Director Okins presented a request to re-appropriate \$50,000 from the Leisure Services and Community Center unspent 2016 Personnel costs to fund the overage and award the bid to Marcus Construction for the Rice Park Improvement Project. The 2016 Capital Improvement Program included \$706,000 for the project. Approximately \$50,000 additional is required to complete the project as originally scoped.

Following discussion, Council Member Nelsen moved to approve Staff's recommendation to re-appropriate \$50,000 from the Leisure Services and Community Center unspent 2016 Personnel costs. Council Member Anderson seconded the motion, which failed on a roll call vote of Ayes 3, Noes 5 with 'no' votes being cast by Council Members Christianson, Ahmann, Plowman, Johnson and Fagerlie.

Item No. 4 Finance Director Okins presented the various non-departmental organizations requesting funding from the City totaling \$119,602. These consist of: Willmar Fest - \$25,000; Meals on Wheels - \$21,102; Food Shelf - \$5,000; Willmar Downtown Development - \$37,000 of which \$5,000 is for the Holiday Parade; Flowers - \$20,000; Vision 20/40 - \$5,000; and Going Green - \$6,500.

James Miller, representing Willmar Fests, spoke in regard to the initial amount requested was \$35,000 and the amount was reduced to \$25,000 by the Mayor. Mr. Miller was requesting the Council reconsider increasing the amount to \$35,000.

No one was in attendance representing Meals on Wheels, Vision 20/40, and Going Green.

Alana Ziehl, Executive Director of the Willmar Area Food Shelf, was present to represent the Willmar Area Food Shelf, as this was the first request for a donation for the City for the Food Shelf. Council Member Mueske asked what the funds would be used for. Ms. Ziehl stated they would be used for utilities, buying food and operational expenses.

Bob Bonowitz and Bev Dougherty were present to represent Willmar Downtown Development. Council Member Christianson inquired as to what the funds will be used for. Mr Bonowitz stated the funds are used for the economic development of downtown Willmar and gave a brief update as to the upcoming projects proposed for downtown. Ms. Dougherty spoke in regard to the past projects that the funds have been used for.

Council Member Anderson spoke in support of the Flowers.

Finance Director Okins offered a brief summary of the Administration Justification of the various Departments of the City. These are: City Administrator – reduction in Travel and Professional Services; and relocation of Human Resources position from Finance Department to the Administrator. Mayor/Council – increase Professional Services – Human Rights Commission; and increase Travel – Organizational Participation. Planning & Development Services – reduction of Neighborhood/Downtown position (2016). City Clerk – reduction due to the restructuring of City Clerk position. Assessing – restructuring of Department with Kandiyohi County. Finance – relocating Human Resource position to City Administrator. Information Technology – WRAC-8 separation; and doubling of Small Tools – new tablets/document imaging system. Office Services – establishment of Cost Center. Elections – reduction since 2017 is non-election year – about one-half of 2016 budget. Non-Departmental – reduction of insurance deductible; reduction of refunds/reimbursements; reduction of Rice Care Center (Revenue Reduction –Rice); and Other Services-Labor contracts 2016 versus 2017.

Finance Director Okins presented the Planning and Development Services Budget requests for 2017. The Budget includes increases in the Small Tools, Maintenance of Equipment, and Advertising Budgets. The Budget also includes decreases in Motor Fuels/Lubricants, Insurance/Bonds, Subscriptions/Membership, and Other Charges.

Chief Felt presented the Police Department Budget requests for 2017. Items were: Salaries-Regular Employees – request budget adjustment to allow for increase in officer staffing (pending council approval) from current 32 officers to 34 officers. Temporary Employees – request budget adjustments to allow the CSO base wage be increased from \$10/hour to \$12/hour with \$.50 increases after each year of employment. Small Tools – request increase to \$75,500 (+\$8,000 from 2016) to accommodate purchase and initial implementation of body cameras for patrol staff. Travel/Conf./Schools: request increase to \$37,000 (+\$2,000 due to increased tuition costs, tuition reimbursement costs, certification training, tuition reimbursement and train the trainer. Subsistence of Persons – increase to \$6,000 (+\$1,750) with predicted needs for hiring, etc. in 2017. This would include doctor's physicals, written testing and psychological exams.

Public Works Director Christensen presented the Engineering and Public Works Budget requests for 2017. There were three items for consideration for the Engineering Department: Loop Detectors - +\$5,000; Loop Detectors, Traffic Counters - +\$54,250; Storm Improvements, Ditch Cleanouts and Hydrant Replacements - +\$10,000. There were five items for consideration for the Public Works Department: Addition of one regular employee (Public Works Operator) – approximately \$53,000; black dirt +\$15,000; replace showmobile flooring - \$5,000; sidewalk maintenance program (CBD, 1st St) and annual ditch cleaning - \$35,000; and Public Works garage doors - +\$20,000.

Interim City Administrator McGuire presented the Community Education & Recreation/Leisure Services Budget for 2017. There were four items for the City Auditorium – proposed 2017 budget is increased \$19,650 or 38% over 2016; Part-time salary increase of \$4,000; Supply budget increase of \$4,000; increase of \$13,000 for additional cleaning of the facility and specifically the range. Leisure Services – proposed 2017 budget is increased \$22,244 or 4% from 2016. Part time salaries increase of \$7,500. Supply budget increase of \$2,300; Other services increase of \$4,414; and Other Charges increase of \$7,500. Civic Center budget is increased \$56,340 or 9% over 2016; Part time salaries increased from \$40,000 to \$60,000, mostly due to concession stand help related to the Warhawks games; Supply budget increased \$19,200 or 25% - mostly due to supplies sold and cleaning products needed due to increase use of the facility; Other service budget increase by \$21,940 or about 23% due to longer ice season; Community Center budget will decrease by \$2,350 or 2% in 2017 mainly due to personal services and employer's insurance contribution. DOAC-Aquatic Center budget is

projected to increase \$22,065 or 11% from 2016 due to an increase in personal services and supplies.

Fire Chief Hanson presented the Fire Department requests and justification. He noted that there is a decrease of \$110,841 in the total budget. There were seven items for consideration: Salaries – decrease of \$93,500; Maintenance of Equipment/Parts – increase of \$11,000; Maintenance of Structures – Decrease of \$4,500; Maintenance of Equipment – increase of \$5,000; Insurance and Bonds – increase of \$44,00; Professional Services – decrease of \$5,000; and Subsistence of Persons – increase of \$2,500.

Following discussion, Council Member Anderson moved to approve the Budgets as presented. There were five items pulled for further discussion. Council Member Christianson requested the Flower Donation in the amount of \$20,000 and the Food Shelf Donation in the amount of \$5,000 be pulled. Council Member Johnson requested the Willmar Downtown Development Donation in the amount of \$37,000 be pulled. Council Member Mueske requested the Willmar Fest Donation in the amount of \$25,000 be pulled. Council Member Nelsen requested the Public Works Staff Position in the Public Works Department be amended to be a half-time position in the amount of \$28,000 be pulled. Council Member Mueske seconded the motion to approve the remaining Budgets/Donations, which carried.

Council Member Christianson moved to delete the Flower Donation of \$20,000. Council Member Johnson seconded the motion, which carried on a vote of Ayes 5, Noes 3.

Council Member Christianson moved to delete the Willmar Food Shelf Donation of \$5,000. Council Member Ahmann seconded the motion, which carried on a roll call vote of Ayes 5, Noes 3 with “no” votes being cast by Council Members Anderson, Nelsen and Mueske.

Council Member Mueske moved to approve the Willmar Downtown Development Donation of \$37,000, Council Member Nelsen seconded the motion.

Council Member Johnson moved to amend the motion to reduce the \$37,000 to \$25,000 plus \$5,000 remaining for the Holidazzle Parade. Council Member Christianson seconded the motion, which failed on a roll call vote of Ayes 3, Noes 5 with “no” votes being cast by Council Members Anderson, Nelsen, Mueske, Plowman, and Fagerlie.

Council Member Nelsen spoke against the amendment.

During discussion, Council Member Plowman called for the question, with Council Member Nelsen seconding. which carried on a vote of Ayes 6, Noes 2 with “no” votes being cast by Council Members Christianson and Mueske.

Following discussion, Mayor Calvin called for a vote in favor of the motion to approve the Willmar Downtown Development Donation of \$37,000 which carried on a vote of Ayes 5, Noes 3 with “no” votes being cast by Council Members Christianson, Johnson, and Ahmann.

Council Member Anderson moved to approve the recommendation of a Public Works half-time position in the amount of \$28,000. Council Member Nelson seconded the motion which carried.

Council Member Fagerlie moved to increase the donation for Willmar Fests from \$25,000 to \$30,000. Council Member Mueske seconded the motion which carried.

Council Member Fagerlie moved to reject all bids on Rice Park Improvements. Council Member Ahmann seconded the motion which carried on a vote of Ayes 6, Noes 2 with “no” votes being cast by Council Members Nelsen and Mueske.

Council Member Fagerlie offered a motion to adjourn the meeting with Council Member Christianson seconding the motion, which carried. The meeting adjourned at 7:54 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

WILLMAR CITY BOARD OF CANVASS PROCEEDINGS
CONFERENCE ROOM NO. 1
WILLMAR CITY OFFICE BUILDING
WILLMAR, MINNESOTA

November 14, 2016
12:00 p.m.

The Board of Canvass was called to order by Mayor Marv Calvin. Members present on a roll call were; Mayor Marv Calvin, Council Members Audrey Nelsen, Rick Fagerlie, Steve Ahmann, Denis Anderson, and Shawn Mueske; Present 5, Absent 3. Council Members Tim Johnson, Ron Christianson, and Andrew Plowman were excused from the meeting.

Also present was City Clerk Judy Thompson.

The Board met for the purpose of canvassing the ballots from the November 8, 2016, General Election. Following review of the election results, Resolution No. 1 was introduced by Council Member Rick Fagerlie, seconded by Council Member Denis Anderson, and approved on a roll call vote of Ayes 5, Noes 0.

RESOLUTION NO. 1

WHEREAS, the City Council of the City of Willmar, Minnesota, has officially canvassed the ballots for the General Election held on November 8, 2016, in and for the City of Willmar;

NOW, THEREFORE, BE IT RESOLVED, that the candidates and figures listed below are a full and true canvass of the General Election:

COUNCIL MEMBER FOUR-YEAR TERM	PRECINCT COUNT		ABSENTEE BALLOTS		TOTAL	
	KACHER	SCHWANTES	KACHER	SCHWANTES	KACHER	SCHWANTES
Ward 1, Precinct 1	148	318	55	134	203	452
Ward 1, Precinct 2	137	225	29	54	166	279
Ward 1, Precinct 3	154	281	35	65	189	346
<u>TOTAL</u>	439	824	119	253	558	1077

COUNCIL MEMBER FOUR-YEAR TERM	PRECINCT COUNT		ABSENTEE BALLOTS		TOTAL	
	ASMUS	PEPPIN	ASMUS	PEPPIN	ASMUS	PEPPIN
Ward 2, Precinct 1	382	206	83	28	465	234
Ward 2, Precinct 2	439	251	148	60	587	311
Ward 2, Precinct 3	480	254	157	46	637	300
<u>TOTAL</u>	1301	711	388	134	1689	845

COUNCIL MEMBER FOUR-YEAR TERM	PRECINCT COUNT		ABSENTEE BALLOTS		TOTAL	
	ENOS	ALVARADO	ENOS	ALVARADO	ENOS	ALVARADO
Ward 3, Precinct 1	214	365	70	154	284	519
Ward 3, Precinct 2	167	231	31	42	198	273
Ward 3, Precinct 3	178	281	18	78	196	359
<u>TOTAL</u>	559	877	119	274	678	1151

COUNCIL MEMBER FOUR-YEAR TERM	PRECINCT COUNT MUESKE	ABSENTEE BALLOTS MUESKE	TOTAL MUESKE
Ward 4, Precinct 1	312	163	475
Ward 4, Precinct 2	359	41	400
Ward 4, Precinct 3	509	107	616
<u>TOTAL</u>	1180	311	1491

Dated this 14th day of November, 2016

COUNCIL MEMBERS

/s/ Shawn Mueske

/s/ Audrey Nelsen

/s/ Denis Anderson

/s/ Rick Fagerlie

/s/ Steve Ahmann

/s/ Marv Calvin

/s/ Judy Thompson

MAYOR

ATTEST: City Clerk

There being no further business to come before the Board of Canvass, the meeting was adjourned at 12:30 p.m. by Mayor Marv Calvin.

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
NOVEMBER 14, 2016

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, November 14, 2016 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dan Holtz, Jeff Nagel, Joe Gimse, Justin Mattern, Abdirizak Mahboub and Nathan Weber. Absent was Commissioner Carol Laumer.

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Power Production Supervisor Jon Folkedahl, Administrative Secretary Beth Mattheisen, Compliance Officer Janell Johnson, Power Resources Analyst Michelle Marotzke, and City Attorney Robert Scott.

Commission President Holtz opened the meeting by requesting the Commission to offer a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Nagel offered a resolution to approve the Consent Agenda as presented. Commissioner Gimse seconded.

RESOLUTION NO. 52

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Consent Agenda be approved as presented which includes:

- ❖ Minutes from the October 24, 2016 Commission meeting;
- ❖ Bills represented by vouchers No. 161987 to No. 162107 and associated wire transfers inclusive in the amount of \$576,721.46.

Dated this 14th day of November, 2016.

President

ATTEST:

Secretary

The foregoing resolution was adopted by a vote of six ayes and zero nays.

Commissioner Mattern (Chair) reviewed with the Commission the minutes from the November 4th WMU Planning Committee meeting (see attached). The main topics of discussion focused on: 1) Operations Policy review & update; 2) 2017 Schedule of Charges; 3) EAA; and, 4) establishing goals & expectations for the General Manager position. Following review and discussion, Commissioner Mattern offered a motion to approve the minutes of the November 4th WMU Planning Committee meeting as presented. Commissioner Nagel seconded the motion which carried by a vote of six ayes and zero nays.

In conjunction with the November 4th Planning Committee meeting, three recommendations were presented to the Commission for approval. The first item was a request to approve the Operations Policy incorporating the proposed revisions. Following discussion, Commissioner Mattern offered a resolution to approve the Operations Policy as presented. Commissioner Mahboub seconded.

RESOLUTION NO. 53

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the WMU Operations Policy be approved incorporating the modifications as presented."

Dated this 14th day of November, 2016.

President

ATTEST:

Secretary

The foregoing resolution was adopted by a vote of six ayes and zero nays.

The second item to be recommended for approval by the Planning Committee was the 2017 Schedule of Charges. Following review & discussion, Commissioner Mattern offered a resolution to approve the 2017 Schedule of Charges as presented. Commissioner Mahboub seconded.

RESOLUTION NO. 54

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the 2017 Schedule of Charges be approved as presented."

Dated this 14th day of November, 2016.

President

ATTEST:

Secretary

The foregoing resolution was adopted by a vote of six ayes and zero nays.

The third item to be recommended for approval by the WMU Planning Committee was to implement the Energy Acquisition Adjustment (EAA) per City Charter guidelines. The purpose of the EAA is to allow for changes to retail rates that reflect increases or decreases in power supply related expenses that are outside the control of WMU and its Staff. The use of the EAA reduces the need for frequent adjustments in rates to account for uncontrollable power supply expenses. It was further noted that the last implementation of the EAA occurred in January 2009. Following discussion, Commissioner Mattern offered a resolution to approve the utilization of the EAA on a monthly basis beginning with the December (2016) billing cycle by implementing a 4 mil (.004 cent) adjustment to assist in the recovery of power supply expense deficit. Commissioner Mahboub seconded.

RESOLUTION NO. 55

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that per City Charter guidelines, the Energy Acquisition Adjustment be utilized on a monthly basis beginning

with the December (2016) billing cycle by implementing a 4 mil ((.004 cent) adjustment to assist in the recovery of power supply expenses."

Dated this 14th day of November, 2016.

President

ATTEST:

Secretary

The foregoing resolution was adopted by a vote of six ayes and zero nays.

Commissioner Gimse (Vice Chair) reviewed with the Commission the minutes from the November 9th WMU Labor Committee meeting (see attached). The main topics of discussion focused on: 1) Personnel Policy review & update; 2) MOA - Change of Working Hours (union employees); 3) 2017 non-union wage adjustment; and, 4) establishing goals & expectations for the General Manager position. Following review and discussion, Commissioner Gimse offered a motion to approve the minutes of the November 9th WMU Labor Committee meeting as presented. Commissioner Mattern seconded the motion which carried by a vote of six ayes and zero nays.

In conjunction with the November 9^h Labor Committee meeting, three recommendations were presented to the Commission for approval. The first item was a request to approve the Personnel Policy as proposed with the inclusion of the newly created WMU Commission Tablet Device Guidelines (policy). Following discussion, Commissioner Gimse offered a resolution to approve the Personnel Policy as presented including the addition of the Commission Tablet Device Guidelines. Commissioner Nagel seconded.

RESOLUTION NO. 56

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Personnel Policy be approved incorporating the proposed revisions and the inclusion of the WMU Commission Tablet Device Guidelines (policy) as presented."

Dated this 14th day of November, 2016.

President

ATTEST:

Secretary

The foregoing resolution was adopted by a vote of six ayes and zero nays.

The second item to be recommended for approval by the WMU Labor Committee was the Memorandum of Agreement (MOA) for Change of Working Hours for WMU union employees. It was noted that a vote was conducted on October 19th and the result of the vote was to change the working hours to 7:30 a.m. to 4:00 p.m. (excluding summer hours). Following discussion,

Commissioner Gimse offered a resolution to approve the MOA - Change of Working Hours for union employees be approved. Commissioner Mattern seconded.

RESOLUTION NO. 57

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Memorandum of Agreement between WMU and IBEW Local Union #160 to Change Working Hours be approved as presented."

Dated this 14th day of November, 2016.

President

ATTEST:

Secretary

The foregoing resolution was adopted by a vote of six ayes and zero nays.

The third item to be recommended for approval by the Labor Committee was to approve a wage adjustment for the non-union employees beginning January 1, 2017. It was noted that the non-union wage adjustment would exclude the General Manager position. Following discussion, Commissioner Gimse offered a resolution to approve a 2.5% wage increase effective January 1, 2017 for all non-union employees (excluding the General Manager). Commissioner Weber seconded.

RESOLUTION NO. 58

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that a 2.5% wage increase be implemented for all WMU non-union employees (excluding the General Manager position) effective January 1, 2017."

Dated this 14th day of November, 2016.

President

ATTEST:

Secretary

The foregoing resolution was adopted by a vote of six ayes and zero nays.

At this time, two utility-related reports were presented to the Commission for review and discussion. These informational reports and analyses included:

1. September 2016 Finance Reports (Director of Finance Runge)
2. September 2016 Power Supply Report (Power Resources Analyst Marotzke)

General Manager Harren presented the Commission with a status update of the 230kv Transmission Line Project and that a conference call had been conducted earlier in the day (11.14.16) with GRE regarding the Construction & Coordinated Planning Agreement relating to the Priam Substation Project.

Commissioner Mattern presented Staff with a question regarding security at the Power Plant. Power Production Supervisor Folkedahl stated that maintenance solutions have been established to address any future breach of security at the facility.

Power Production Supervisor Folkedahl informed the Commission of an outage recently experienced by WMU's wind turbine generator. Following required repairs, it was noted that the turbine is back online and operational.

For information: Upcoming meetings/events to note include:

- MMUA Legislative Rally - January 31-February 1, 2017
- APPA Legislative Rally - February 27-March 1, 2017 (Washington, DC)
- APPA National Conference - June 19-21, 2017 (Orlando, FL)

There being no further business to come before the Commission, Commissioner Gimse offered a motion to adjourn the meeting. Commissioner Mattern seconded the motion which carried, and the meeting was adjourned at 12:38 p.m. by a vote of six ayes and zero nays.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Jeff Nagel, Secretary



**WILLMAR MUNICIPAL UTILITIES
WMU PLANNING COMMITTEE MEETING MINUTES
Friday, November 4, 2016 – 12:00 p.m.
WMU Conference Room**

Present: Commissioners Justin Mattern (Chair), Abdirizak Mahboub & Jeff Nagel, General Manager John Harren, Director of Finance Denise Runge, Compliance/Safety Officer Janell Johnson, and Power Supply Manager Chris Carlson.

Committee Chair Mattern called the meeting to order at 12:00 p.m.

AGENDA ITEM(S):

➤ **Operations Policy Review/Update:**

Compliance/Safety Officer Johnson reviewed with the Committee the 2017 Policy Schedule of Changes related to the Operations Policy. Johnson reviewed the data along with their review dates pertaining to the various policies. For this review period, there were six (6) changes/modifications being proposed.

One of the proposed changes was related to modifying the guidelines to the Fee/Charge Waiver Policy. The question of raising the limit on this policy was discussed (previously \$1,000 with a proposed increase to \$2,500). This would enable WMU the ability to provide special utility services for various civic projects based on the established guidelines (assist or provide services for utility services only). Compliance/Safety Officer Johnson continued by clarifying the additional language and policy modifications proposed for the Operations Policy for consideration.

Recommendation:

Following discussion, Commissioner Nagel offered a motion to accept the proposed modifications to the Operations Policy including the increase in the Fee/Charge Waiver Policy (from \$1,000 to \$2,500) as presented, and to recommend approval by the full Commission at their Nov. 14th meeting. Commissioner Mahboub seconded the motion which carried by a vote of three ayes and zero nays.

➤ **2017 Schedule of Charges:**

In conjunction with the Operations Policy revisions, Compliance/Safety Officer Johnson continued by reviewing with the Planning Committee a historical recap of the WMU Schedule of Charges (2006-2016). These charges include equipment rental and various service charges (i.e. customer service charges, water connection fees, apartment rental, etc.) Each of the charges were evaluated by Staff to determine the proposed adjustments. Johnson presented clarification for the individual items being addressed along with the proposed personnel hourly pay rates (labor & material rate fees). Johnson further presented clarification of the need to adjust the current service charges (i.e. utility deposits, termination of services, hookup fees, etc.). Staff reminded the Committee that following twelve consecutive on-time payments, the utility deposit is credited back to the customer's account. Related to the electric service hookup fees following discussion, it was the recommendation of the Committee to set the electric service hookup fees for a 200 amp service and less at \$300 and 200 amp service and over at \$500.

Disconnection/Reconnection for Non-Payment Fees: This item is utilized as an attempt to dissuade customers from making arrangements after hours for reconnection of services. An explanation of the charges associated with the after-hour calls was presented (i.e. 2 employees at 1.5 times their normal pay rate at a two-hour minimum). Following discussion, it was the

recommendation of the Committee to set the disconnect reconnection fees for non-payment of utility bills at: Electric (two-year adjustment) - \$100 in 2017 and \$150 in 2018; Water - \$150; and additional reconnect for after regular office hours (overtime) - \$150.

Recommendation:

Following discussion, it was recommendation of the WMU Planning Committee to approve the proposed 2017 Schedule of Charges as presented with the following modifications included:

- 1) Electric service hookup fees (200 amps or less): Phase in the modification into a two-year adjustment; 2017 adjustment would be \$300 with the 2018 adjustment set at \$450 and (200 amp and over 2017 adjustment \$500 with the 2018 adjustment set at \$900
- 2) Disconnect/Reconnection for Non-Payment of Utility Bills: Set the reconnection fees at: Electric (two-year adjustment) - \$100 for 2017 and \$150 in 2018; Water - \$150; and, additional reconnect for after office hours (overtime) - \$150.

(Compliance/Safety Officer Johnson departed the meeting at this time.)

➤ **EAA Presentation & Discussion:**

General Manager Harren presented the Committee with a historic background of the Energy Acquisition Adjustment (EAA). Harren added that WMU has an established EAA policy that instructs Staff with the guidelines to implement the EAA. Harren further noted that the last actual use of the EAA was in 2009. (The purpose of the EAA is to allow for changes to retail rates that reflect increases or decreases in power supply related expenses that are outside the control of WMU and its Staff. If costs increase above an expected level, retail rates can be increased to cover those costs and if costs decrease below an expected level, retail rates can be decreased to pass those savings on to customers. The use of the EAA reduces the need for frequent adjustments in rates to account for uncontrollable power supply related expenses.) Harren stated that every power agency uses the EAA as a tool to manage their power supply related expenses. When the EAA is not utilized, the uncontrolled costs deplete Utility funding which is required for capital improvement projects and normal operations.

Power Supply Manager Carlson continued by presenting the Committee the EAA deficit with illustrations of sample accounts and the effects of implementing the EAA on these accounts (6 residential, 6 industrial, and 6 commercial accounts). The projections were established based on historical usage data. Figures were presented based on enacting the EAA beginning as early as the December (2016) billing cycle by implementing a 4 mill (.004 cent) rate. Following discussion, the Planning Committee was receptive to enacting the monthly EAA charge beginning in December 2016.

Recommendation:

Following discussion, it was the consensus of the Planning Committee to recommend utilizing the EAA on a monthly basis beginning with the December (2016) billing cycle by implementing a 4 mil (.004 cent) adjustment to assist in the recovery of power supply expense deficit. The 4 mills will be applied until the power supply deficit is replenished and thereafter the actual power supply costs will be reflected in a monthly EAA.

➤ **Electric & Water Rates Review:**

With the implementation of the EAA, the electric and water rates will remain unchanged at this time, but will be readdressed in the 3rd quarter of 2017.

➤ **Fee/Charge Waiver Policy Discussion (Robbins Island Project):**

General Manager Harren briefly recapped the proposed Robbins Island Project (playground) which was presented to the Commission by Rep. Dave Baker. Rep. Baker had requested

fee/charge waiver consideration for the project. While the WMU Fee/Charge Waiver Policy was modified in the Operations Policy (first agenda item), the Robbins Island Project will be further discussed as the project proceeds.

➤ **Building/Facilities Project Update:**

General Manager Harren recapped for the Committee a correspondence he had received from Mayor Calvin indicating that WMU should proceed with their building project based on the current & future needs of WMU (versus a WMU/City joint effort).

➤ **Priam Substation Project Update:**

General Manager Harren presented a progress report on the Priam Substation Project. Met a number of times with GRE regarding the creation of a MOA to establish each of the entities assets & responsibilities, and forming a Coordinated Planning Agreement, however GRE has requested that the MOA be changed to a Facilities Construction Agreement (minimal items remain to be agreed upon). GRE is currently reviewing the modifications. A conference call has been scheduled for November 14th to further discuss the agreement. Following the establishment of the agreement, it will be brought before the WMU Planning Committee for consideration (in the near future).

➤ **General Manager - Goals & Expectations**

General Manager Harren expressed his view of anticipated goals and expectations, and requested input from the Committee/Commission of their expectations (i.e. policies, projects, carrying out directives, etc.). Harren briefly reviewed a number of both short & long-term goals including capital improvement projects, pay equity compliance (with the City), along with addressing staffing needs of the WMU. Harren feels that the current Utility personnel is very talented and intends to utilize the individuals to the best of their ability to capitalize on their strengths. Following discussion, the Planning Committee agreed to the following goals and expectations related to the General Manager including: 1) keep all capital projects moving as appropriate; 2) provide progress updates on various projects; 3) explore joint agency for power supply; 4) participate in the Downtown Development Committee; 5) update Strategic Plan; and, 6) provide additional training for use of NISC software.

➤ **Miscellaneous:**

General Manager Harren informed the Committee that he recently spoke with Mayor Calvin regarding the status of the appointments/reappointments to the Commission (four terms are currently up for consideration). Reminder: The current term rotation is out of synch and an adjustment is required according to the City Charter.

➤ **Adjournment:**

Following discussion, Commissioner Nagel offered a motion to adjourn the meeting of the WMU Planning Committee. Commissioner Mahboub seconded the motion which carried, and the meeting was adjourned by a vote of three ayes and zero noes at 2:29 p.m.



**WILLMAR MUNICIPAL UTILITIES
WMU Labor Committee Meeting Minutes
WMU Conference Room
Wednesday, November 9, 2016 – 12:00 p.m.**

Attendees: Commissioners Carol Laumer (Chair), Joe Gimse & Nathan Weber, General Manager John Harren, Director of Finance Denise Runge, Compliance/Safety Officer Janell Johnson, and Administrative Secretary Beth Mattheisen.

Commissioner Laumer called the meeting to order at 12:02 p.m.

AGENDA ITEMS:

➤ **Personnel Policy Review/Update:**

Compliance/Safety Officer Johnson reviewed with the Labor Committee proposed revisions to the Personnel Policy along with recommendations related to the various labor/personnel policies. Johnson presented the revisions including:

- a. Purchasing Policy/Purchasing Limits: Addition of "Construction Engineer - Up to the maximum of \$20,000 limit"
- b. Personnel Policy: Clarification of language & formatting revisions including the following topics: vehicle use, comp time, travel expenses, PTO/Severance Payout at Retirement, and Life Insurance/Supplemental Life Insurance.
- c. WMU Issued Cell/Smart Phone Policy: Phone numbers will remain with the assigned positions, along with additional verbiage revisions.
- d. IT Security Policy: language revisions; clarification of various sections including portable information systems, electronic mail, personal use of IT Systems, and wireless access.
- e. Annual reviews of the following policies was conducted with no changes required: Organized Health Care Arrangement Notice of Privacy Practices (HIPPA); Data Practices Policies (4); MGDPA Comprehensive Policy; Works Comp; Clothing Purchasing Guidelines; FMLA; and PTO Donation Policy.
- f. WMU Commission Tablet Device Guidelines: These guidelines pertain to WMU employees & Commissioners who are issued a tablet (i.e. iPad) by WMU. Guidelines are to outline the responsibilities and care required for WMU-issued table devices.

Recommendation:

Following a review of the proposed revisions, Commissioner Gimse offered a motion to approve the proposed modifications to the Personnel Policy as presented. Commissioner Weber seconded the motion which carried by a vote of three ayes and zero nays.

➤ **IBEW Local Union #160 – Memorandum of Agreement – Change of Working Hours:**

General Manager Harren reviewed a Memorandum of Agreement (MOA) for Change of Working Hours for WMU union employees (IBEW Local Union #160). A union vote was conducted on October 19th and the result of the vote was to change the working hours to 7:30 a.m. to 4:00 p.m. (excluding summer hours).

Recommendation:

Following review & discussion, Commissioner Laumer offered a motion to approve the MOA for the change of working hours for WMU union employees as presented. Commissioner Weber seconded the motion which carried by a vote of three ayes and zero nays.

➤ **2017 Non-Union Wage Adjustment (excluding GM Position):**

General Manager Harren informed the Committee of the need to establish a wage settlement for non-union employees for 2017. Harren reviewed the current two-year negotiated wage settlement (2016 & 2017) for union employees. Harren reviewed with the Committee the past practice process related to establishing wage adjustments for non-union employees. The question of establishing a policy to directly relate to the non-union employees was addressed (i.e. performance reviews, incentives, etc.). Staff was instructed to create a policy to address non-union employees wage adjustments.

Recommendation:

Following discussion, Commissioner Gimse offered a motion to approve a 2.5% wage increase beginning January 1, 2017 for all non-union employees (excluding the General Manager position). Commissioner Laumer seconded the motion which carried by a vote of three ayes and zero nays.

(Director of Finance Runge left the meeting at this time.)

➤ **General Manager – Goals & Expectations:**

General Manager Harren opened up discussion with the Labor Committee on the need to create goals to meet Commission performance expectations for his newly acquired position. Harren stated that at the Nov. 4th Planning Committee meeting, recommendations had been established including the following: keep all capital projects moving as appropriate; provide progress updates; explore joint agency for power supply; and, participate in the Downtown Development Committee. The Labor Committee was asked to also provide their directives related to the General Manager.

Commissioner Laumer stated the need to prioritizing of projects. With this being said, General Manager Harren presented the Committee with a prime example of a top priority issue to address. Harren presented a review of the Energy Acquisition Adjustment (EAA) and its possible usage and need for implementation. Harren reviewed the effects of the uncontrollable power supply costs. WMU does have an EAA policy in effect that can be utilized to assist in recovering some of these costs.

General Manager Harren continued by presenting a listing of projects to be prioritized including, but not limited to: 1) Power supply options; 2) Priam Substation; 3) Strategic Planning (updates are currently presented quarterly); 4) accounting update (NISC including AMI) including additional staff training; 6) staffing restructuring (i.e. Director of Operations); 7) Pay Equity Study (filed jointly with the City & Rice Hospital); 8) rate increases & implementing the EAA; and, 9) funding of capital improvement projects including the Building/Facilities Project, Water Treatment Project, and Priam Substation.

Personnel/Staffing Issues: The question was raised of the subject of the Director of Operations and suggested to leave the position open at this time. Future restructuring and the possible redirecting of staff from within the company may be advantageous. A request to review the organizational structure to ensure the staffing needs are adequately covered. The goal would be to address staffing needs within the next six months. Additional input and directive from the Labor Committee to assist in achieving the goals and expectations of the Commission would include:

- 1) Provide progress reports as required (made aware of projects, etc.). Harren reminded the Committee that if at any time additional questions or explanations were required, Commissioners are urged to contact him directly so that he may meet to explain processes

or details more effectively, thus keeping Commissioners more informed. Harren stated that one-on-one communication is encouraged

- 2) Keep the Commission informed and up-to-date on potential rate adjustments including the need or basis for such adjustments.
- 3) Keep the lines of communication open between the General Manager and Staff in a positive and forward moving approach.
- 4) Utilize additional educational training and workshops (trending issues, management & leadership, etc.)
- 5) Continue to encourage and promote employee safety and training (i.e. safety meetings/training/Safety Committee, etc.). Present periodic safety updates to the Commission.

➤ **Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Weber offered a motion to adjourn the meeting. Commissioner Gimse seconded the motion which carried by a vote of three ayes and zero nays at 1:35 p.m.

HUMAN RIGHTS COMMISSION MINUTES

The Human Rights Commission met on Tuesday, October 18, 2016 at 5:00 p.m. in the Multi-Purpose Room at the Kandiyohi County Historical Society.

Members present were: Kristal Dahlager, Richard Engan, Barbara Little, Shelly Huseby, Shawn Mueske, Denis Anderson, Lynn Travaglio, Bashir Abdi and Janell Sommers, Recording Secretary. Jill Benson was excused from the meeting. Also present were Ann Stein, Kandiyohi Health and Human Services Director and Deb Grunwald, Family Services Supervisor.

Item No. 1 Call to Order

The meeting was called to order by Chair Kristal Dahlager at 5:00 p.m.

Item No. 2 Public Comment

There were no public comments.

Item No. 3 Approve Minutes of September Meeting

Commission Member Anderson moved to approve the Human Rights Commission minutes of September 20, 2016. Commission Member Engan seconded the motion, which carried..

Item No. 4 Kandiyohi County Interpreter Discussions

Ann Stein, Kandiyohi County Health and Human Services Director and Deb Grunwald, Family Services Supervisor were present for the meeting to address questions of the members relating to interpretive services at Kandiyohi County Family Services subsequent to correspondence sent to the County regarding Somali interpreters. Ms. Stein stated they were very interested in hearing about the issues as they were unaware of any complaints. They are willing to listen and provide any information they can about what they are doing to accommodate the public.

Chair Dahlager expressed the Commission's concerns of how the available interpreter services are being communicated to the Somali community. Commission Member Mueske brought forth the matter of the language barrier and whether or not the individual can read Somali, let alone English, and would need some sort of navigational skills to access the system.

Ms. Grunwald explained the setup of the lobby area in the Family Services area. She stated "Intakes" are usually scheduled and take priority so you may have to wait a short time until the interpreter is available. A Somali interpreter is available three half-days a week in person, but at any time there is the phone interpreting service available immediately. There are also posters in the lobby in both Somali and English stating when the in-person interpreters are available, but service is available at all times. There are also "I Speak" cards that the State has put together to help people identify and get to the correct language.

Commission Member Bashir Abdi expressed the concerns of the Somali community who have gone to the County for assistance having no knowledge of the English language and unable to read or write to complete the application. These individuals would like to have interpretation available every day, all day.

Health and Human Services Director Ann Stein explained that the County has tried to recruit Somali individuals to work in their department and have been unsuccessful. The applicants need to pass a skills test to be an eligibility worker as they are funded by Federal dollars and are required to hire staff on a merit system. When an opening does occur, they are required to select candidates from a list of prequalified applicants on the merit system. To qualify, individuals need to pass an exam to be placed on the merit list and become a potential candidate. Ms. Stein indicated anyone with a high school education should be able to pass

the test. They were unaware of the communication issues and felt they had a good working relationship with the Somali community.

Commission Member Mueske questioned if there are any options of picture signs that can be placed in the reception area for those that cannot read Somali to show the time slots available and how to direct individuals to use the interpreting phone service. He expressed his concern for people not being able to navigate through the system.

Ms. Stein presented the application form that is required to request assistance from the County to the Commission Members. She touched on how complicated the form can be and from an integrity standpoint the applicant cannot be assisted with the entire application process as there are certain things that are confidential, although they are able to designate an authorized representative to assist.

Chair Dahlager brought forth the question of some type of technology-based program that would have prerecorded links connected to the application spoken to them in Somali. Ms. Stein agreed this would be a good option and will bring it to the attention of the Department of Human Services as they develop the application process on the State level. Another suggestion was an oral announcement in Somali in the reception area when there are say 20 people waiting.

Health and Human Services Director Ann Stein appreciated having the concerns of the Somali community expressed to them and the opportunity to come to the Commission meeting to discuss the situation.

Item No. 5 Miscellaneous

The Commission set the next meeting date for November 15, 2016.

A motion was made by Commission Member Engan and seconded by Commission Member Anderson to adjourn. The motion carried and the meeting was adjourned at 5:58 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Janell Sommers".

Janell Sommers
Recording Secretary

**Willmar Lakes Area CVB Board Meeting
EBO Room of the CVB/Chamber
Tuesday, October 25, 2016 @ 12:00 Noon**

Members Present: Denny Baker, Roger Imdieke, Sue Steinert , Rob Baumgarn, Audrey Nelsen, Dave Henle, Janet Demuth, Judy Thompson, Jim Butterfield, Julie Kann and Art Benson

Members Excused: Ken Warner, David Feist, Michelle Olson and Doug Kuehnast

Guests Present: Chris Blaisuis

Staff Present: Beth Fischer and Tanya Rosenau

- I. **Call to Order:** Demuth called the meeting to order at 12:10pm.
 - a. **Welcome to Judy Thompson and Chris Blaisuis:** A welcome was given. Blaisuis provided information on the Willmar WarHawks and his position as the head coach.
 - b. **Self-Introductions:** Self-introductions were done.
 - c. **Additions or corrections to the agenda:** Kann added a discussion about the Board's participation in the Holidaze parade under Other.
- II. **Approve Minutes from the September 27, 2016 Meeting:** It was MSC (m/Baker; s/Nelsen) to approve the minutes from the September 27, 2016 meeting.
- III. **Financial Report:** Fischer presented the financial report and reviewed the lodging tax revenues report. It was MSC (m/Steinert, s/Henle) to approve the financial report as it was presented.
- IV. **Committee Reports & Requests:**
 - a. **Sports Committee:** Baumgarn said WarHawks had their home opener on October 15th with easily 1,300 people there. There were 650 people at last Friday's game. They have another home game this Saturday against Alexandria. The new RO system has made a great difference in making and keeping the ice smooth. Blaisuis shared a little bit about the kids that are on the team saying they range in age from 16-20 years old and come from all around the world. The WarHawks are 5 and 3 right now. Baumgarn shared that the hockey tournaments are filling up and he shared the dates for each tournament. The Turkey Leg 5K is coming up on November 24th, there will be a college hockey game on November 5th at the Willmar Civic Center and Willmar Bikes are working on "share the road" bike signs and three other bikes signs that will be put up this spring.
 - b. **Special Events Committee:** Baker said the committee approved funding to the 2017 Spicer Winter Fest in the amount of \$1,000.
 - c. **Meetings & Conventions Committee:** Fischer shared they attended the Associations North Conference last week and were asked to bid on a Jaycees Conference while they were there. They will be updating the Meetings & Conventions Facility Guide. So far this year, they have bid on over 24 conventions and have been awarded 22 conventions.
 - d. **Visitor Guide Committee:** Steinert said they continue proofing sections of the 2017 guide. If you have any pictures, events or leisure businesses to add they would need them by the end of the week.

- e. **Leisure Travel Committee:** Demuth said they met at Alley on Ash in New London and reviewed advertising tracking, confirmed the sport shows for next year and heard community updates. The Glacial Ridge Trail Association will be hosting the MN Scenic Byway Conference this fall and they are still looking for donations for baskets for the conference. Let Fischer know if you are interested. Other notes included: campgrounds and resorts had a good year, the tenant moved out of the Sperry House so the second floor will be opening up in the next year or so, Spicer's Lake Avenue project is hoping to have tar before it snows. Glacial Ridge Winery's soup nights started October 7th, Mount Tom at Sibley State Park will be finished soon and Gary Bullemer from Sibley State Park retired and Jack Nelson will be his replacement on the committee.
- f. **Executive Committee:** No new business to report.

V. Affiliated Partnership Updates/Reports:

- a. **Vision 2040 Update:** Nelsen shared A Million Cups meets on Wednesday mornings from 8:30-9:30am at The Barn Theatre.
- b. **Other:** Kann talked about the Holidaze Parade on November 19th and stated that usually 6,000 people come to the event. There are still opportunities for sponsorship and to be in the parade (\$50 fee to enter parade). She asked for formal participation from the board. It was mentioned that Dickens Christmas is taking place in New London that day as well. Nelsen suggested pushing back the CVB's involvement to next year.

VI. Executive Director Report: Fischer distributed the report and went over some of the larger events that are coming up. Such as Live It Up Downtown, MN BEST Robotics Competition, SW MN Synod Youth Gathering, MN Scenic Byways Workshop and many more events. She has submitted an ad for the MN Fishing Guide, created an AdWords campaign on Google and contracted ad space for the Midwest Meeting Guide book and their winter issue. We were awarded the 2019 MN Erosion Control Association Conference, 2017 Women in Agriculture Conference, 2017 MCCE Fall Conference and the 2017 USDA Rural Development Conference. She has submitted bids to host the 2018 Kiwanis District Convention and the 2017 Northwoods League Meeting. She has assisted conventions such as MN DAV Convention, MN BEST Robotics Competition, MN Scenic Byway Workshop and more. A complete copy of the Executive Director's Report is available upon request from the CVB office.

VII. Other Business:

- a. **Human Trafficking Workshops:** Demuth shared that the workshops will be held at The Oaks at Eagle Creek and all lodging establishments have been invited. The dates are Nov. 1 at 9am, Nov. 2 at 2pm and Nov. 3 at 6:30pm. The workshop is free and will last approximately an hour and a half. They are hoping to provide a jump drive or some form of materials for establishments to train new employees.
- b. **Word Around the Community:**
 - i. **Baker:** Baker gave a big thank you to all county commissioners for helping the fair out this year. They have already started planning for next year. The Lake Avenue road project is moving along well and they hope to have a hard service in the first or second week of November. The hotel is coming along great.
 - ii. **Baumgarn:** Baumgarn shared posters for the November 5th college hockey game at 7pm at the Willmar Civic Center.
 - iii. **Imdieke:** Imdieke said they are going through the last proofs of the CGI video and they are getting close to release.

- iv. **Benson:** Hobby Lobby is hoping to open by February.
- v. **Butterfield:** At his recent recycling meeting he noticed that the county is doing a better job of recycling this year; 400 ton more than last year at this time.
- vi. **Kann:** Kann shared that she has big plans for the Kandi Entertainment Center and hopes it all comes together.

c. **Other:**

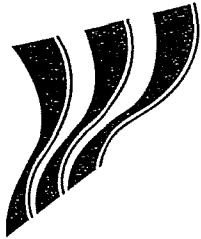
d. **Next Meeting Date:** November 15, 2016

VIII. Adjournment: Demuth adjourned the meeting at 1:01pm.

Respectfully Submitted by,

Tanya Rosenau, Administrative Assistant

Willmar Lakes Area Convention & Visitors Bureau



City of Willmar
CONVENTION & VISITORS BUREAU
Balance Sheet as of October 31, 2016
(As of 11/02/16)

Assets

Cash	\$ 30,050.00
Petty Cash	50.00
Investments	202,448.12
Taxes Receivable	-
Accounts Receivable	-
Prepaid Expenses	4,513.16
Interest Receivable	-

Total Assets \$ 237,061.28

Liabilities

Accounts Payable	\$ -
Due to General Fund	-
Due to Capital Improvements	-
Total Liabilities	<u><u>-</u></u>

Fund Balance

Restricted Fund Balance - Prepaid Expenses	13,415.78
Committed Fund Balance - CVB	30,544.27
Assigned Fund Balance - Petty Cash/CVB	50.00
Assigned Fund Balance - CVB	193,051.23
Total Fund Balance	<u><u>237,061.28</u></u>

Total Liabilities & Fund Balance \$ 237,061.28





City of Willmar
CONVENTION & VISITORS BUREAU
COMPARATIVE INCOME STATEMENT
For the Period Ended October 31, 2016
(As of 11/02/16)

	<u>Budget</u>	<u>2016 Actual</u>	<u>2015 Actual</u>
<u>Revenues</u>			
Lodging Receipts	\$ 184,000.00	\$ 161,743.78	\$ 195,723.58 *
State Tourism Grant	7,000.00	4,235.00	4,056.98
Kandiyohi County	14,500.00	-	-
Kandiyohi Co. Tourism Phone Reim	1,000.00	-	-
Kandiyohi Co. Tourism Partnerhip	34,000.00	34,000.00	34,000.00
Advertising Sales	2,000.00	1,934.25	2,039.63 *
Miscellaneous	-	-	-
Interest Earnings	-	3,001.91 *	2,233.23 *
Market Value Increase (Decr)	-	3,581.94 *	7,680.90 *
Refunds & Reimbursements	-	4,974.68 *	3,197.28 *
Total Revenues	242,500.00	213,471.56	248,931.60
<u>Expenditures</u>			
Operating			
Full Time Exec Director Salary	91,000.00	60,500.80	60,536.96
Temporary Employee Salaries	-	-	-
Benefits and Taxes	19,000.00	15,265.18	15,313.36
Office Supplies/Copies	3,000.00	423.96	975.23
Small Tools	2,000.00	79.15	2,404.36 *
Postage	1,500.00	484.42	585.59
Mtce. of Equipment	1,000.00	-	-
Mtce. Of Structures	-	-	49.50 *
General Supplies	2,200.00	2,213.22 *	292.94
Telephone/Fax	5,000.00	5,898.40 *	14,259.59 *
Printing & Publishing	5,000.00	990.00	3,342.76 *
Travel/Lodging/Dues	6,000.00	5,777.44	5,082.53
Mtce. of Equipment	5,000.00	74.25	57.75 *
Other Services	-	584.87 *	523.52 *
Rents	8,000.00	5,639.49	5,639.49
Insurances & Bonds	460.00	460.00	460.00 *
Awards & Indemnities	250.00	93.60	-
Subscription/Membership	2,000.00	1,811.15	1,454.83
Professional Services	3,000.00	2,322.06	2,220.00 *
Advertising/Marketing	-	-	-
Other Charges	-	-	-
Contingency Fund	500.00	40.00	-
City Transfer (5%)	-	-	-
Transfer Out Capital Improvements	9,000.00	-	-
Refunds and Reimbursements	-	-	-
Market Value Adjustment	-	448.12 *	2,455.76 *
Tourism Expenses	40,000.00	40,915.82 *	32,277.55
Ad Development & Revisions	300.00	110.00	40.00
Conference & Convention	22,000.00	26,937.54 *	11,881.94
Group Tour Promotions	1,290.00	711.50	1,500.00
Leisure Travel	28,000.00	26,467.87	25,148.69 *
Fall/Winter Promotions	7,000.00	930.87	5,448.70
Spring/Summer Promotions	-	-	-
Special Projects	4,000.00	2,500.00	250.00
Strategic Marketing	4,000.00	-	-
Total Expenditures	270,500.00	201,679.71	192,201.05
Net Income (Loss)	(28,000.00)	11,791.85	56,730.55
Fund Balance January 1	225,269.43	225,269.43	187,847.83
Prior Period Adjustment	-	-	-
Fund Balance October 31	\$ 197,269.43	\$ 237,061.28	\$ 244,578.38

* Indicates Over Budget



Lodging Tax History

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
January	\$ 7,257.21	\$ 7,998.33	\$ 7,855.69	\$ 8,682.75	\$ 9,803.51	\$ 10,143.12	\$ 9,356.74	\$ 8,863.45	\$ 8,485.83	\$ 8,884.20	\$ 8,809.36	\$ 9,592.37	\$ 10,146.02	\$ 11,242.91	\$ 12,481.92	\$ 16,072.96
February	\$ 8,301.68	\$ 8,273.68	\$ 8,564.69	\$ 8,499.71	\$ 10,224.37	\$ 10,054.13	\$ 9,566.54	10,602.01	\$ 8,480.61	\$ 10,444.66	\$ 10,611.48	\$ 11,908.11	\$10,911.35	\$ 13,578.53	\$ 13,861.89	\$ 12,644.59
March	\$ 9,310.62	\$ 8,369.92	\$ 7,834.79	\$ 8,617.73	\$ 9,891.40	\$ 9,769.91	10,355.41	\$ 11,159.67	\$ 9,627.34	\$ 11,072.50	\$ 10,383.91	\$ 11,246.07	\$ 12,286.25	\$ 11,960.20	\$ 13,268.74	\$ 11,951.98
April	\$ 7,911.69	\$ 8,364.42	\$ 8,217.88	\$ 8,791.84	\$ 10,683.76	\$ 10,486.74	\$ 10,298.58	\$ 11,256.15	\$ 8,896.70	\$ 10,582.99	\$ 11,572.47	\$ 9,979.39	\$ 11,762.97	\$ 12,280.28	\$ 20,893.77	\$ 16,855.81
May	\$ 9,234.55	\$ 10,054.26	\$ 9,078.07	\$ 9,523.49	\$ 11,180.11	\$ 11,916.43	\$ 12,498.33	\$ 11,400.34	\$ 9,590.19	\$ 10,405.48	\$ 12,184.92	\$ 13,372.89	\$ 13,011.30	\$ 13,953.56	\$ 27,168.41	\$ 16,576.02
June	\$ 12,152.89	\$ 12,103.69	\$ 11,693.46	\$ 13,263.93	\$ 13,222.78	\$ 14,656.50	\$ 14,272.52	\$ 13,587.59	\$ 14,138.00	\$ 14,192.88	\$ 16,310.94	\$ 17,056.44	\$ 17,723.80	\$ 21,493.18	\$ 31,353.36	\$ 23,587.69
July	\$ 13,656.84	\$ 13,956.28	\$ 14,304.97	\$ 16,313.57	\$ 16,679.03	\$ 17,455.49	\$ 17,601.37	\$ 18,627.95	17,670.65	\$ 18,118.86	\$ 21,102.74	\$ 19,419.80	\$ 20,870.17	\$ 23,504.27	\$ 31,335.96	\$ 21,423.26
August	\$ 12,932.30	\$ 12,484.49	\$ 12,430.55	\$ 13,557.57	\$ 15,367.67	\$ 15,814.31	\$ 16,146.49	\$ 15,076.77	\$ 14,583.82	\$ 16,871.90	\$ 17,099.31	\$18,441.81	\$ 19,836.73	\$ 19,602.33	\$ 26,012.06	\$ 24,542.87
September	\$ 8,815.63	\$ 8,761.79	\$ 9,282.67	\$ 11,132.73	\$ 11,735.70	\$ 13,352.34	\$ 12,661.74	\$ 12,474.13	\$ 12,845.44	\$ 12,965.58	\$ 14,485.25	\$ 16,027.03	\$ 16,596.08	\$ 15,996.62	\$ 19,337.47	\$ 20,738.25
October	\$ 10,148.01	\$ 10,165.02	\$ 10,461.69	\$ 10,748.60	\$ 12,588.44	\$ 12,889.49	\$ 11,976.87	\$ 12,486.39	\$ 10,180.03	\$ 12,657.71	\$ 13,417.43	\$ 13,824.00	\$ 15,507.78	\$ 16,011.42	\$ 17,588.17	
			\$ 12,994.55	\$ 12,147.50				\$14,931.70*	\$15,814.85*	\$14,889.20*						
November	\$ 7,893.51	\$ 6,602.76	\$ 8,430.63	\$ 8,898.66	\$ 10,188.40	\$ 10,176.16	\$ 9,264.87	\$ 9,444.09	\$ 8,765.56	\$ 9,312.75	\$ 11,366.74	\$ 11,414.80	\$ 12,603.31	\$ 12,749.26	\$ 13,727.63	
		\$ 10,746.10			\$ 12,061.86	12,886.81*	13,780.05*				\$ 14,625.30	\$ 14,728.80	\$ 14,885.55	\$14,858.75	\$14,785.45	\$15,497.95
December	\$ 8,725.40	\$ 7,875.14	\$ 8,583.87	\$ 8,521.55	\$ 10,286.25	\$ 9,985.78	9,345.52	\$ 8,748.64	\$ 6,998.74	\$ 9,662.25	\$10,045.27	\$ 10,378.89	\$ 11,250.37	\$ 12,489.86	\$ 13,694.93	
Total Lodging tax	\$ 116,340.33	\$ 125,755.88	\$ 129,733.51	\$ 138,699.63	\$ 153,913.28	\$ 149,046.17	\$ 157,316.91	\$ 149,764.53	\$ 138,486.75	\$ 145,171.76	\$ 161,969.85	\$ 177,390.40	\$ 187,391.68	\$ 199,721.17	\$ 255,509.76	\$ 179,891.38

CVB Executive Director's Report – November 2016

- November 18-20: SW MN Synod
- November 19: Holiday Parade
- November 19: Dickens Christmas
- November 24: Turkey Leg 5K
- November 24- Jan. 1: Celebrate the Light of the World
- November 25-26: Girls HS Hockey Tournament
- November 29-30: MN Scenic Byways Workshop
- December 2-4: Bantam Hockey Tournament
- December 9-11: Pee Wee Hockey Tournament
- December 27-28: Boys Basketball Tournament
- December 29-30: Girls Basketball Tournament
- January 6-8: New Year's Bonspiel
- January 9-12: MN Association of Assessing Officers Conference
- January 14: Lakes Area Classic
- January 20-22: Girls Hockey Tournament
- January 21: Frozen 5K
- January 21: Spicer WinterFest Kick-Off
- January 27-29: District 5M4 Mid-Winter Convention

Advertising:

- Submitted ad for the February issue of SnowGoer
- Submitted ad for the winter issue of MN Meetings & Events & 6 mos. Banner ad
- Submitted ad for the May issue of Rider
- Contracted ad space for the Associations North Directory
- Continue to market the area via social media and online

Proposals/Conference Assistance:

- Submitted bid to host the 2017 Statewide Health Improvement Program (SHIP) Conference.
- Submitted a bid to host the 2017 MN Association for Developmental Education Conference.
- Submitted an updated proposal to host the 2017 Northwoods League Team Meeting.
- Submitted a bid to host the 2019 JCI MN State Convention.
- We were awarded the 2017 MN Division of the International Association for Identification (MNI AI) Conference. The conference will take place September 20-22, 2017.
- Met with and provided a site visit for the 2018 Kiwanis District Convention meeting planner. If awarded, the convention will take place in August 2018.
- Met with the American Legion local organizer to discuss 2017 convention which will be held in Willmar. Discussed upcoming convention and site visit scheduled for November 15, 2016 with state officials.
- Participated in a conference call regarding the Governor's Fishing Opener and hosted a meeting with potential local partners.
- Assisted Minnesota BEST with pre-competition press releases and post press releases to local media. I judged marketing presentations on Friday night and took game day pictures for the robotics competition on Saturday.
- Assisted the Willmar Hockey Association and several teams with accommodations for upcoming hockey tournaments. Teams are staying in hotels in Willmar and Spicer.
- Assisted the Willmar Youth Baseball Tournament organization and a few teams with accommodations for the June baseball tournament.

- Assisted the MN Scenic Byway Workshop Coordinator with several details for the November conference including entertainment, agenda and the silent auction. We will be providing name badges, welcome bags, registration assistance and the iSnap photo station for the event.
- Continue to do prospecting and sales calls for future meetings and conventions business.

Misc:

- Hosted three Human Trafficking trainings for Kandiyohi County lodging establishments. This was open to hotels, campgrounds, resorts and bed and breakfasts. We had good attendance and have received positive feedback from several employees who attended. We have an additional training set up for January 24, 2017 for those who were unable to attend our initial trainings.
- Participated in a Destinations Playground Volunteer committee meeting. If you know of a business or an individual who may be interested in getting involved on this project, please let me know.
- Continue to work on finalizing the 2017 Visitor Guide. It is scheduled to go to print at the end of the week.
- Continue to work on the finalizing of the Glacial Ridge Trail Brochure. This brochure features the Glacial Ridge Scenic Byway and several attractions in Kandiyohi County.
- Attended the WinterFest planning meeting. The opening day will be January 21, 2017 and there are a few new events being planned for this year.
- Attended several meetings including, but not limited to, the Spicer Commercial Club Board meeting, Let's Go Fishing, Glacial Ridge Trail Association, Willmar Fests and the Kandiyohi County Bike and Ped plan meeting.

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Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V08.03 PAGE 1

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ACCESSORIES 4 TRUCKS UNL 000329										
47606 11/16/16 FLOOR MATS FOR SQUADS				109.95		044639		D N	MTCE. OF EQUIPME	101.42411.0224
47606 11/16/16 FLOOR MATS FOR SQUADS				299.85		044703		D N	MTCE. OF EQUIPME	101.42411.0224
				409.80						
VENDOR TOTAL				409.80		*CHECK TOTAL				
ACTION AUTO PARTS INC 000017										
47607 11/16/16 MINIATURE BULBS				3.15		43409		D N	INVENTORIES-MDSE	101.125000
AFFILIATED MED CENTERS 000028										
47608 11/16/16 NEW HIRE PHYSICAL				268.17		4911012/11-16		D N	SUBSISTENCE OF P	101.42412.0337
47608 11/16/16 FLU SHOT ADMINISTRATION				340.00		4911012/11-16		D N	SAFETY PROGRAM	101.42428.0817
				608.17						
VENDOR TOTAL				608.17		*CHECK TOTAL				
AFFORDABLE PUMPING SERVI 002404										
47609 11/16/16 SEPTIC PUMPING				185.00		34408		D N	CLEANING AND WAS	230.43430.0338
ALEX AIR APPARATUS INC 002061										
47610 11/16/16 PORTABLE SCENE LIGHT				550.00		31074		D N	SMALL TOOLS	101.42412.0221
47610 11/16/16 FIREFIGHTER GLOVES				78.00		31075		D N	SUBSISTENCE OF P	101.42412.0227
47610 11/16/16 FIREFIGHTER HOODS				182.50		31101		D N	SUBSISTENCE OF P	101.42412.0227
				810.50						
VENDOR TOTAL				810.50		*CHECK TOTAL				
ALPHA TRAINING & TACTICS 003136										
47611 11/16/16 GAS MASK CARRIERS				581.15		2016160		D N	SMALL TOOLS	101.42411.0221
47611 11/16/16 SWAT NIGHT VISION EQUI				1,241.96		2016161		D N	SMALL TOOLS	101.42411.0221
47611 11/16/16 34 FACE SHIELDS				3,430.00		2016163		D N	SMALL TOOLS	101.42411.0221
47611 11/16/16 SWAT BODY ARMOR				1,550.46		2016164		D N	SUBSISTENCE OF P	101.42411.0227
47611 11/16/16 SWAT BODY ARMOR				2,537.90		2016164		D N	SUBSISTENCE OF P	899.42411.0227
47611 11/16/16 BALLISTIC VEST				873.46		2016165		D N	SUBSISTENCE OF P	101.42411.0227
				10,214.93						
VENDOR TOTAL				10,214.93		*CHECK TOTAL				
AMERICAN PLANNING ASSOCI 000053										
47612 11/16/16 PETERSON-MEMBERSHIP DUES				545.00		060270-16102		D N	PREPAID EXPENSES	101.128000
AMERICAN WELDING & GAS I 000057										
47613 11/16/16 WELDING GAS				65.08		04378915		D N	GENERAL SUPPLIES	101.43425.0229
47613 11/16/16 WELDING GAS				41.81		04395427		D N	GENERAL SUPPLIES	101.43425.0229
				106.89						
VENDOR TOTAL				106.89		*CHECK TOTAL				
AMERIPRIDE LINEN & APPAR 000051										
47614 11/16/16 TOWEL SERVICE				44.44		2200833083		D N	CLEANING AND WAS	101.43425.0338
47614 11/16/16 TOWEL SERVICE				47.17		2200838220		D N	CLEANING AND WAS	101.43425.0338
				91.61						
VENDOR TOTAL				91.61		*CHECK TOTAL				

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Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V08.03 PAGE 2

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ANDERSON LAW OFFICES			002954							
	47615	11/16/16	LEGAL SERVICES-OCT	9,953.65		STMT/10-16		D M 07	PROFESSIONAL SER	101.41406.0446
ASCAP			001253							
	47616	11/16/16	MUSIC LIC. FEE JAN-OCT	280.00		500578878/17		D N	PREPAID EXPENSES	101.128000
	47616	11/16/16	MUSIC LIC. FEE NOV-DEC	56.83		500578878/17		D N	LICENSES AND TAX	101.45433.0445
			VENDOR TOTAL	336.83	*CHECK	TOTAL				
ASPEN MILLS			003008							
	47617	11/16/16	2 JACKETS	377.00		189214		D N	SUBSISTENCE OF P	101.42412.0227
	47617	11/16/16	NAME TAGS	89.10		189214		D N	SUBSISTENCE OF P	101.42412.0227
			VENDOR TOTAL	466.10	*CHECK	TOTAL				
BACKES TECHNOLOGY SERVIC			000087							
	47618	11/16/16	MOVED FUEL PUMP LINES	85.00		15073		D N	MTCE. OF OTHER I	230.43430.0336
	47618	11/16/16	ADDED JACK IN PRESS BOX	10.50		15390		D N	MTCE. OF STRUCTU	101.45433.0225
	47618	11/16/16	ADDED JACK IN PRESS BOX	140.00		15390		D N	MTCE. OF STRUCTU	101.45433.0335
	47618	11/16/16	PHONE SYSTEM MTCE-LABOR	140.00		15394		D N	MTCE. OF EQUIPME	101.41409.0334
			VENDOR TOTAL	375.50	*CHECK	TOTAL				
BERNICK'S PEPSI-COLA CO			000103							
	47619	11/16/16	CONCESSION SUPPLIES	1,180.20		189195		D N	GENERAL SUPPLIES	101.45433.0229
	47619	11/16/16	CONCESSION SUPPLIES	1,117.27		21397		D N	GENERAL SUPPLIES	101.45433.0229
	47619	11/16/16	OFFICE COFFEE	118.44		9991		D N	GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	2,415.91	*CHECK	TOTAL				
BITUMINOUS PAVING INC			02224							
	47620	11/16/16	MIX FOR STREET PATCHIN	1,645.65		16-752.1		D N	MTCE. OF OTHER I	101.43425.0226
BOLTON & MENK INC			001010							
	47621	11/16/16	PARK AVE & 10TH ST ROW	4,837.50		0195655		D N	PROFESSIONAL SER	101.43417.0446
BOX INC			003259							
	47622	11/16/16	FILE TRANSFER LICENSES	112.87		INV04146467		D N	LICENSES AND TAX	101.41409.0445
BSE			001980							
	47623	11/16/16	FIRE EXIT SIGNS-PARTS	304.85		912031889		D N	MTCE. OF STRUCTU	101.45433.0225
	47623	11/16/16	FIRE EXIT SIGNS-PARTS	308.62		912039013		D N	MTCE. OF STRUCTU	101.45433.0225
	47623	11/16/16	FIRE EXIT SIGNS-PARTS	153.94		912054447		D N	MTCE. OF STRUCTU	101.45433.0225
	47623	11/16/16	FIRE EXIT SIGNS-PARTS	343.67		912056280		D N	MTCE. OF STRUCTU	101.45433.0225
	47623	11/16/16	FIRE EXIT SIGNS-PARTS	404.45		912070209		D N	MTCE. OF STRUCTU	101.45433.0225
	47623	11/16/16	FIRE EXIT SIGNS-PARTS	1.11		912070211		D N	MTCE. OF STRUCTU	101.45433.0225
	47623	11/16/16	LOCKING CABLE TIES	13.54		912108091		D N	SMALL TOOLS	101.42412.0221
	47623	11/16/16	DRIVERS GLOVES	37.50		912108623		D N	SUBSISTENCE OF P	101.42412.0227

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Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
BSE			001980							
	47623	11/16/16	LT BULBS FOR BLDG	12.94		912108839		D N	MTCE. OF STRUCTU	101.45433.0225
				1,580.62	*CHECK	TOTAL				
			VENDOR TOTAL	1,580.62						
C D & T INC AUTO PARTS			000145							
	47624	11/16/16	HONEYWAGON PARTS	68.48		1091		D N	MTCE. OF EQUIPME	651.48486.0224
	47624	11/16/16	HONEYWAGON PARTS	28.50		1101		D N	MTCE. OF EQUIPME	651.48486.0224
	47624	11/16/16	HOSE CLAMPS	13.90		1112		D N	MTCE. OF EQUIPME	651.48486.0224
				110.88	*CHECK	TOTAL				
			VENDOR TOTAL	110.88						
CALVIN/MARVIN B			001998							
	47625	11/16/16	EDC MEETING-ST CLOUD	74.12		102716		D N	TRAVEL-CONF.-SCH	101.41401.0333
CARD SERVICES			002552							
	47626	11/16/16	PROGRAM SUPPLIES	4.98		100308		D N	GENERAL SUPPLIES	101.45435.0229
	47626	11/16/16	FOOD-FINANCE/FULL CNCL	54.83		101213		D N	SUBSISTENCE OF P	101.41401.0227
	47626	11/16/16	CONCESSION SUPPLIES	72.42		101412		D N	GENERAL SUPPLIES	101.45433.0229
	47626	11/16/16	PROGRAM SUPPLIES	12.90		101708		D N	GENERAL SUPPLIES	101.45435.0229
	47626	11/16/16	BUCKINGHAM-WLCM COFFEE	66.37		101709		D N	GENERAL SUPPLIES	101.41400.0229
	47626	11/16/16	CONCESSION SUPPLIES	36.10		102113		D N	GENERAL SUPPLIES	101.45433.0229
	47626	11/16/16	PLANT-CARLSON FUNERAL	38.99		102609		D N	GENERAL SUPPLIES	101.43425.0229
	47626	11/16/16	CARDS/SUPPLIES	11.73		102609		D N	GENERAL SUPPLIES	101.43425.0229
	47626	11/16/16	CONCESSION SUPPLIES	34.72		102813		D N	GENERAL SUPPLIES	101.45433.0229
				333.04	*CHECK	TOTAL				
			VENDOR TOTAL	333.04						
CARDMEMBER SERVICE			002365							
	47627	11/16/16	2017 ASCE MBRSHIP DUES	270.00		STMT/10-16		D N	PREPAID EXPENSES	101.128000
	47627	11/16/16	SEAN-PRE SCREEN BD MTG	10.38		STMT/10-16		D N	TRAVEL-CONF.-SCH	101.43417.0333
	47627	11/16/16	SEAN-SCREENING BD MTG	16.18		STMT/10-16		D N	TRAVEL-CONF.-SCH	101.43417.0333
	47627	11/16/16	SEAN-CONFERENCE REGIS.	245.00		STMT/10-16		D N	TRAVEL-CONF.-SCH	101.43417.0333
				541.56	*CHECK	TOTAL				
			VENDOR TOTAL	541.56						
CARRANZA/NOE			002547							
	47628	11/16/16	INTERPRETED 11/01/16	50.00		110116		D M 07	PROFESSIONAL SER	101.42411.0446
	47628	11/16/16	INTERPRETED 11/02/16	100.00		110216		D M 07	PROFESSIONAL SER	101.42411.0446
				150.00	*CHECK	TOTAL				
			VENDOR TOTAL	150.00						
CENTERPOINT ENERGY			000467							
	47629	11/16/16	NATURAL GAS-OCT	129.00		6048932/10-16		D N	UTILITIES	651.48484.0332
	47629	11/16/16	NATURAL GAS-OCT	49.55		6072309/10-16		D N	UTILITIES	101.45437.0332
				178.55	*CHECK	TOTAL				
			VENDOR TOTAL	178.55						

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CHAMBERLAIN OIL CO			000154											
	47630	11/16/16	OIL	879.25		165827		D	N				INVENTORIES-MDSE	101.125000
	47630	11/16/16	OIL	739.10		165923		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	1,618.35		*CHECK TOTAL								
				1,618.35										
CHARTER COMMUNICATIONS			000736											
	47631	11/16/16	PHONE SERV 11/16-12/15	47.20		1136/11-16		D	N				COMMUNICATIONS	101.41409.0330
	47631	11/16/16	PHONE SERV 11/20-12/19	150.37		2191/12-16		D	N				COMMUNICATIONS	101.41409.0330
	47631	11/16/16	PHONE SERV 11/12-12/11	62.08		3941/11-16		D	N				COMMUNICATIONS	101.41409.0330
	47631	11/16/16	PHONE SERV 10/16-11/15	653.53		4184/10-16		D	N				COMMUNICATIONS	101.41409.0330
	47631	11/16/16	PHONE SERV 11/16-12/15	649.79		4184/11-16		D	N				COMMUNICATIONS	101.41409.0330
			VENDOR TOTAL	1,562.97		*CHECK TOTAL								
				1,562.97										
COLEPAPERS INC			000170											
	47632	11/16/16	CLEANING SUPPLIES	172.83		9255357		D	N				CLEANING AND WAS	101.45435.0228
	47632	11/16/16	SUPPLIES	45.00		9257535		D	N				GENERAL SUPPLIES	101.45427.0229
			VENDOR TOTAL	217.83		*CHECK TOTAL								
				217.83										
CONNEY SAFETY PRODUCTS			000176											
	47633	11/16/16	FIRST AID SUPPLIES	147.74		05209613		D	N				SUBSISTENCE OF P	101.45432.0227
CROW CHEMICAL & LIGHTING			000186											
	47634	11/16/16	DISPOSABLE GLOVES/SUPPL.	174.50		7795		D	N				GENERAL SUPPLIES	651.48484.0229
	47634	11/16/16	CLEANING SUPPLIES	83.70		7884		D	N				CLEANING AND WAS	651.48484.0228
			VENDOR TOTAL	258.20		*CHECK TOTAL								
				258.20										
DEPT OF HUMAN SERVICES			000009											
	47635	11/16/16	CLEANING SERVICES-SEP	1,628.00		00000375049		D	N				CLEANING AND WAS	101.45433.0338
DIAMOND VOGEL PAINT CENT			000205											
	47636	11/16/16	PAINT FOR BLDG	31.60		821061053		D	N				MTCE. OF STRUCTU	101.42412.0225
DOMINO'S PIZZA			000210											
	47637	11/16/16	CONCESSION SUPPLIES	36.53		0027770		D	N				GENERAL SUPPLIES	101.45433.0229
	47637	11/16/16	CONCESSION SUPPLIES	54.49		0027771		D	N				GENERAL SUPPLIES	101.45433.0229
	47637	11/16/16	CONCESSION SUPPLIES	51.41		0027828		D	N				GENERAL SUPPLIES	101.45433.0229
	47637	11/16/16	CONCESSION SUPPLIES	31.53		0028016		D	N				GENERAL SUPPLIES	101.45433.0229
	47637	11/16/16	CONCESSION SUPPLIES	46.49		0028017		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	220.45		*CHECK TOTAL								
				220.45										
DOOLEY'S PETROLEUM INC			000212											
	47638	11/16/16	231.4 GALLONS DIESEL	509.54		200062		D	N				MOTOR FUELS AND	651.48486.0222
	47638	11/16/16	155.6 GALLONS UNLEADED	357.89		200063		D	N				MOTOR FUELS AND	651.48484.0222

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
DOOLEY'S PETROLEUM INC			000212							
	47638	11/16/16	126.3 GALLONS DIESEL	280.65		200143		D N	MOTOR FUELS AND	651.48486.0222
	47638	11/16/16	204.1 GALLONS UNLEADED	461.46		200309		D N	MOTOR FUELS AND	651.48484.0222
	47638	11/16/16	182 GALLONS DIESEL	408.04		269160		D N	MOTOR FUELS AND	651.48485.0222
	47638	11/16/16	149 GALLONS DIESEL	310.22		269238		D N	MOTOR FUELS AND	651.48486.0222
			VENDOR TOTAL	2,327.80						
				2,327.80		*CHECK TOTAL				
DOOLEY'S PETROLEUM INC			002163							
	47639	11/16/16	NOZZLE FOR FUEL PUMPS	291.14		269165		D N	MTCE. OF OTHER I	101.43425.0226
	47639	11/16/16	7,401 GAL JET A FUEL	15,895.13		884132		D N	JET A FUEL	230.125001
			VENDOR TOTAL	16,186.27						
				16,186.27		*CHECK TOTAL				
DUININCK CONCRETE CONST			003245							
	47640	11/16/16	BRUSH-SIDEWALK GRAFFITI	10.00		1611-606693		D N	SMALL TOOLS	101.43425.0221
ED'S SERVICE CENTER & SA			000231							
	47641	11/16/16	TOWING CHARGES-OCT	720.00		STMT/10-16		D N	OTHER SERVICES	101.42411.0339
ELMQUIST JEWELERS			000236							
	47642	11/16/16	HALLIDAY-RETIREMENT GIFT	180.00		94121		D N	GENERAL SUPPLIES	101.41401.0229
EMERGENCY RESPONSE SOLUT			003048							
	47643	11/16/16	FIRE HELMET	216.00		7365		D N	SUBSISTENCE OF P	101.42412.0227
ERICKSON/SCOTT			002176							
	47644	11/16/16	FUEL REIMBURSEMENT	27.04		111416		D N	MOTOR FUELS AND	101.42411.0222
	47644	11/16/16	INTRNL AFFAIRS INV TRNG	27.00		111416		D N	TRAVEL-CONF.-SCH	101.42411.0333
			VENDOR TOTAL	54.04						
				54.04		*CHECK TOTAL				
FARNAM'S GENUINE PARTS			000249							
	47645	11/16/16	BRAKE PARTS	191.09		757758		D N	INVENTORIES-MDSE	101.125000
	47645	11/16/16	BRAKE PARTS	12.65		757759		D N	INVENTORIES-MDSE	101.125000
	47645	11/16/16	BRAKE PARTS	63.06CR		757778		D N	INVENTORIES-MDSE	101.125000
	47645	11/16/16	BRAKE PARTS	385.67		757904		D N	INVENTORIES-MDSE	101.125000
	47645	11/16/16	BRAKE PARTS	319.27		758017		D N	INVENTORIES-MDSE	101.125000
	47645	11/16/16	BRAKE PARTS	150.85		758050		D N	INVENTORIES-MDSE	101.125000
	47645	11/16/16	BRAKE PARTS	247.30		758222		D N	INVENTORIES-MDSE	101.125000
	47645	11/16/16	#150297-FUEL LINE	26.25		758316		D N	MTCE. OF EQUIPME	101.43425.0224
	47645	11/16/16	OIL	35.40		758721		D N	MOTOR FUELS AND	101.43425.0222
	47645	11/16/16	PONTOON TUBING	2.29		758721		D N	MTCE. OF EQUIPME	101.43425.0224
	47645	11/16/16	ANTIFREEZE ADDITIVE	26.01		758749		D N	INVENTORIES-MDSE	101.125000
	47645	11/16/16	ANTIFREEZE ADDITIVE	104.04		758833		D N	INVENTORIES-MDSE	101.125000
	47645	11/16/16	SWITCH	21.98		759005		D N	INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	1,459.74						
				1,459.74		*CHECK TOTAL				

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FASTENAL COMPANY			001188							
	47646	11/16/16	WIPES FOR SFTY GLASSES	40.48		MNWIL149851		D N	SUBSISTENCE OF P	101.43425.0227
FIREBYTES LLC			003090							
	47647	11/16/16	WNDW UPDATES ON SERVERS	297.00		INV-0543		D M 07	PROFESSIONAL SER	101.41409.0446
	47647	11/16/16	AIRPORT FUEL SYS. REVIEW	89.00		INV-0543		D M 07	PROFESSIONAL SER	101.41409.0446
	47647	11/16/16	DELL NETWORKING SWITCH	429.00		INV-0556		D M 07	SMALL TOOLS	101.41409.0221
	47647	11/16/16	DELL NETWORKING SWITCH	429.00		INV-0556		D M 07	SMALL TOOLS	101.45433.0221
				1,244.00	*CHECK	TOTAL				
			VENDOR TOTAL	1,244.00						
FISCHER LASER EYE CENTER			000244							
	47648	11/16/16	SCBA LENS INSERTS	61.40		15743		D N	SUBSISTENCE OF P	101.42412.0227
FIVE-STAR PUMPING			000234							
	47649	11/16/16	BIOSOLIDS LAND APPLIC.	9,199.30		3678		D N	OTHER SERVICES	651.48486.0339
	47649	11/16/16	BIOSOLIDS LAND APPLIC.	715.20		3680		D N	OTHER SERVICES	651.48486.0339
	47649	11/16/16	BIOSOLIDS LAND APPLIC	53,570.80		3682		D N	OTHER SERVICES	651.48486.0339
				63,485.30	*CHECK	TOTAL				
			VENDOR TOTAL	63,485.30						
FLAHERTY & HOOD P.A.			001449							
	47650	11/16/16	LEGAL SERVICES-OCT	4,531.98		9464		D M 07	PROFESSIONAL SER	101.41406.0446
FLEETPRIDE			002973							
	47651	11/16/16	#088960-WHEEL STUDS	47.50		80912921		D N	MTCE. OF EQUIPME	101.43425.0224
FREMONT INDUSTRIES INC			002879							
	47652	11/16/16	POLYMER	9,306.30		888653		D N	GENERAL SUPPLIES	651.48486.0229
GENERAL MAILING SERVICES			000293							
	47653	11/16/16	POSTAGE (L.O.S.T.)	1,474.67		31930		D N	POSTAGE	420.45432.0223
	47653	11/16/16	POSTAGE	31.97		32058		D N	POSTAGE	101.42412.0223
	47653	11/16/16	POSTAGE	29.93		32116		D N	POSTAGE	101.42411.0223
				1,536.57	*CHECK	TOTAL				
			VENDOR TOTAL	1,536.57						
GLASS WERKS			003058							
	47654	11/16/16	#112949-REPL. BACK GLASS	85.28		I056662		D N	MTCE. OF EQUIPME	101.42412.0224
	47654	11/16/16	#112949-REPL. BACK GLASS	65.00		I056662		D N	MTCE. OF EQUIPME	101.42412.0334
				150.28	*CHECK	TOTAL				
			VENDOR TOTAL	150.28						
GM CONTRACTING INC			003258							
	47655	11/16/16	WESTWOOD COURT L.S.	144,945.53		1511/EST. 5		D N	MTCE. OF OTHER I	432.48504.0336
GRAINGER INC			000786							
	47656	11/16/16	AIR FILTERS	245.28		9248116056		D N	MTCE. OF EQUIPME	101.45433.0224

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
GRAINGER INC 000786										
	47656	11/16/16	SAFETY VEST	31.86		9259896000		D N	SUBSISTENCE OF P	651.48484.0227
	47656	11/16/16	HVAC FILTERS	150.72		9265769902		D N	MTCE. OF EQUIPME	101.45433.0224
			VENDOR TOTAL	427.86	*CHECK	TOTAL				
				427.86						
GRAND RENTAL STATION 001887										
	47657	11/16/16	ROLLER RENTAL	58.70		1-542660		D N	RENTS	101.45433.0440
HAATS MASONRY LLC 003276										
	47598	11/08/16	950 SQ FT SIDEWALK	4,740.50		3071		D N	OTHER IMPROVEMEN	450.42412.0554
	47598	11/08/16	4,910 SQ FT PRKNG LOT	25,482.90		3071		D N	OTHER IMPROVEMEN	450.42412.0554
			VENDOR TOTAL	30,223.40	*CHECK	TOTAL				
				30,223.40						
HARTLAND OFFICIALS ASSOC 002608										
	47658	11/16/16	VB LEAGUE OFFICIALS	2,070.00		111016		D N	PROFESSIONAL SER	101.45432.0446
HAUG-KUBOTA LLC 002609										
	47659	11/16/16	#150297 REPAIR-LABOR	111.24		16926R		D N	MTCE. OF EQUIPME	101.43425.0334
	47659	11/16/16	#150297-WHEEL ASSEMBLY	99.99		8753		D N	MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	211.23	*CHECK	TOTAL				
				211.23						
HAWKINS INC 000325										
	47660	11/16/16	FERRIC CHLORIDE	4,670.84		3972881 RI		D N	GENERAL SUPPLIES	651.48484.0229
	47660	11/16/16	FERRIC CHLORIDE	4,573.93		3978481 RI		D N	GENERAL SUPPLIES	651.48484.0229
	47660	11/16/16	SODIUM HYPOCHLORITE	613.48		3979257 RI		D N	GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	9,858.25	*CHECK	TOTAL				
				9,858.25						
HAYCRAFT/ANTHONY 003278										
	47661	11/16/16	UNIFORM ISSUE	11.00		111416		D N	SUBSISTENCE OF P	101.42411.0227
HEGLUND CATERING 002036										
	47662	11/16/16	CONCESSION SUPPLIES	231.14		9666		D N	GENERAL SUPPLIES	101.45433.0229
HERC-U-LIFT 002640										
	47663	11/16/16	GENIE LIFT INSPECTION	143.36		W301720		D N	MTCE. OF EQUIPME	101.45433.0334
HERITAGE BANK 000001										
	265	11/10/16	MBS FHLB-3130A9SE2	2,000,000.00		111016		M N	INVESTMENTS	101.109000
HILLYARD FLOOR CARE SUPP 000333										
	47664	11/16/16	GARBAGE BAGS	10.00		602303695		D N	GENERAL SUPPLIES	101.45435.0229
HOME DEPOT CREDIT SERVIC 000058										
	47665	11/16/16	FLASHLIGHTS	96.67		2592474		D N	SMALL TOOLS	101.43425.0221

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HOME DEPOT CREDIT SERVIC 000058	47665	11/16/16	PADLOCKS/KEY TAGS	11.96		8105031		D N	GENERAL SUPPLIES	101.42411.0229
				108.63	*CHECK	TOTAL				
			VENDOR TOTAL	108.63						
HORIZON COMMERCIAL POOL 003075	47666	11/16/16	REPL. POOL DECK TILE	1,842.56		161027023		D N	MTCE. OF OTHER I	101.45437.0226
IN CONTROL INC 002486	47667	11/16/16	BATTERIES-PCN COMP. SRVR	139.04		16062KD01		D N	MTCE. OF EQUIPME	651.48484.0224
INNOVATIVE OFFICE SOLUTI 003023	47668	11/16/16	OFFICE SUPPLIES	21.55		IN1381328		D N	OFFICE SUPPLIES	101.42412.0220
	47668	11/16/16	PLATES/BOWLS/SPOONS	100.09		IN1381328		D N	GENERAL SUPPLIES	101.42412.0229
				121.64	*CHECK	TOTAL				
			VENDOR TOTAL	121.64						
JAGUSH/JEFFREY 003037	47669	11/16/16	MILEAGE 10/11-11/4/16	43.20		110916		D N	TRAVEL-CONF.-SCH	101.43425.0333
	47669	11/16/16	MILEAGE 10/11-11/4/16	43.20		110916		D N	TRAVEL-CONF.-SCH	651.48484.0333
				86.40	*CHECK	TOTAL				
			VENDOR TOTAL	86.40						
JMD MANUFACTURING INC 001898	47670	11/16/16	PARTS FOR PLUG VALVES	80.00		91241		D N	MTCE. OF EQUIPME	651.48484.0224
K M FIRE PUMP SPECIALIST 000371	47671	11/16/16	#130522 REPAIR-PARTS	45.70		6805		D M 07	MTCE. OF EQUIPME	101.42412.0224
	47671	11/16/16	#130522 REPAIR-LABOR	127.50		6805		D M 07	MTCE. OF EQUIPME	101.42412.0334
				173.20	*CHECK	TOTAL				
			VENDOR TOTAL	173.20						
KANDIYOHI CO RECORDER'S 000382	47672	11/16/16	RECORDING FEES	46.00		638727		D N	PROFESSIONAL SER	101.41401.0446
KANDIYOHI CO RECYCLING A 002296	47673	11/16/16	LAMP RECYCLING	28.50		278		D N	CLEANING AND WAS	101.43425.0338
KANDIYOHI CO TREASURER 000385	47674	11/16/16	#104928-LICENSE RENEWAL	114.00		111516		D N	LICENSES AND TAX	101.42411.0445
KANDIYOHI CO-OP ELECTRIC 000375	47675	11/16/16	WELCOME TO WILLMAR SIGN	71.01		STMT/11-16		D N	UTILITIES	101.43425.0332
	47675	11/16/16	CO RD 23/HWY 71 BYPASS	157.00		STMT/11-16		D N	UTILITIES	101.43425.0332
	47675	11/16/16	ELEC SERV-LIFT STATIONS	959.00		STMT/11-16		D N	UTILITIES	651.48485.0332
	47675	11/16/16	ELEC SERV-SECURITY LIGHT	36.00		STMT/11-16		D N	UTILITIES	651.48486.0332
				1,223.01	*CHECK	TOTAL				
			VENDOR TOTAL	1,223.01						

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KING'S ELECTRIC LLC 003138														
	47676	11/16/16	BLDG LT REPAIR-PARTS	297.39		408		D	M	07			MTCE. OF STRUCTU	101.43425.0225
	47676	11/16/16	BLDG LT REPAIR-LABOR	65.00		408		D	M	07			MTCE. OF STRUCTU	101.43425.0335
				362.39	*CHECK TOTAL									
			VENDOR TOTAL	362.39										
LAKESIDE PRESS 001646														
	47677	11/16/16	LETTERHEAD	272.80		6541		D	N				OFFICE SUPPLIES	101.41400.0220
	47677	11/16/16	LETTERHEAD	272.80		6541		D	N				OFFICE SUPPLIES	101.41403.0220
	47677	11/16/16	BUSINESS CARDS	28.50		6570		D	N				OFFICE SUPPLIES	101.41400.0220
	47677	11/16/16	BUSINESS CARDS	56.96		6570		D	N				OFFICE SUPPLIES	101.41400.0220
	47677	11/16/16	BUSINESS CARDS	28.50		6570		D	N				OFFICE SUPPLIES	101.41403.0220
	47677	11/16/16	BUSINESS CARDS	28.50		6570		D	N				OFFICE SUPPLIES	101.42412.0220
				688.06	*CHECK TOTAL									
			VENDOR TOTAL	688.06										
LEAGUE OF MN CITIES INS 001189														
	47604	11/15/16	WORKER'S COMP PREMIUM	253.20		33326		D	N				EMPLOYER INSUR.	101.41400.0114
	47604	11/15/16	WORKER'S COMP PREMIUM	15.69		33326		D	N				EMPLOYER INSUR.	101.41401.0114
	47604	11/15/16	WORKER'S COMP PREMIUM	412.02		33326		D	N				EMPLOYER INSUR.	101.41402.0114
	47604	11/15/16	WORKER'S COMP PREMIUM	174.60		33326		D	N				EMPLOYER INSUR.	101.41403.0114
	47604	11/15/16	WORKER'S COMP PREMIUM	156.93		33326		D	N				EMPLOYER INSUR.	101.41404.0114
	47604	11/15/16	WORKER'S COMP PREMIUM	320.96		33326		D	N				EMPLOYER INSUR.	101.41405.0114
	47604	11/15/16	WORKER'S COMP PREMIUM	948.14		33326		D	N				EMPLOYER INSUR.	101.41408.0114
	47604	11/15/16	WORKER'S COMP PREMIUM	141.36		33326		D	N				EMPLOYER INSUR.	101.41409.0114
	47604	11/15/16	WORKER'S COMP PREMIUM	57.55		33326		D	N				EMPLOYER INSUR.	101.41409.0114
	47604	11/15/16	WORKER'S COMP PREMIUM	67.69		33326		D	N				EMPLOYER INSUR.	101.41424.0114
	47604	11/15/16	WORKER'S COMP PREMIUM	19,439.13		33326		D	N				EMPLOYER INSUR.	101.42411.0114
	47604	11/15/16	WORKER'S COMP PREMIUM	9,785.99		33326		D	N				EMPLOYER INSUR.	101.42412.0114
	47604	11/15/16	WORKER'S COMP PREMIUM	402.71		33326		D	N				EMPLOYER INSUR.	101.43417.0114
	47604	11/15/16	WORKER'S COMP PREMIUM	15,134.00		33326		D	N				EMPLOYER INSUR.	101.43425.0114
	47604	11/15/16	WORKER'S COMP PREMIUM	414.16		33326		D	N				EMPLOYER INSUR.	101.45427.0114
	47604	11/15/16	WORKER'S COMP PREMIUM	61.83		33326		D	N				EMPLOYER INSUR.	101.45432.0114
	47604	11/15/16	WORKER'S COMP PREMIUM	785.29		33326		D	N				EMPLOYER INSUR.	101.45433.0114
	47604	11/15/16	WORKER'S COMP PREMIUM	279.99		33326		D	N				EMPLOYER INSUR.	101.45437.0114
	47604	11/15/16	WORKER'S COMP PREMIUM	527.66		33326		D	N				EMPLOYER INSUR.	230.43430.0114
	47604	11/15/16	WORKER'S COMP PREMIUM	6,007.84		33326		D	N				EMPLOYER INSUR.	651.48484.0114
	47604	11/15/16	WORKER'S COMP PREMIUM	1,034.38		33326		D	N				EMPLOYER INSUR.	651.48485.0114
				56,421.12	*CHECK TOTAL									
			VENDOR TOTAL	56,421.12										
LOCAL GOV'T INFORMATION 003226														
	47678	11/16/16	MONTHLY SUBSCRIPTION	1,525.00		42581		D	N				SUBSCRIPTIONS AN	101.41409.0443
LOCATORS & SUPPLIES INC 002162														
	47679	11/16/16	PVC COATED SEWER GLOVES	53.07		0250794		D	N				SUBSISTENCE OF P	101.43425.0227
	47679	11/16/16	PVC COATED SEWER GLOVES	97.32		0250976		D	N				SUBSISTENCE OF P	101.43425.0227
				150.39	*CHECK TOTAL									
			VENDOR TOTAL	150.39										

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
M-R SIGN CO INC			000424											
	47680	11/16/16	NO LEFT TURN SYMBOL	114.59		193304		D	N				MTCE. OF OTHER I	101.43425.0226
	47680	11/16/16	STREET SIGNS	639.50		193331		D	N				MTCE. OF OTHER I	101.43425.0226
				754.09										
			VENDOR TOTAL	754.09		*CHECK TOTAL								
MADISON NATIONAL LIFE			003237											
	47601	11/09/16	LIFE INSURANCE-NOV	45.90		M304		D	N				COBRA INS PREMIU	101.120001
	47601	11/09/16	LIFE INSURANCE-NOV	10.35		M304		D	N				EMPLOYER INSUR.	101.41400.0114
	47601	11/09/16	LIFE INSURANCE-NOV	51.75		M304		D	N				EMPLOYER INSUR.	101.41402.0114
	47601	11/09/16	LIFE INSURANCE-NOV	18.11		M304		D	N				EMPLOYER INSUR.	101.41403.0114
	47601	11/09/16	LIFE INSURANCE-NOV	41.40		M304		D	N				EMPLOYER INSUR.	101.41405.0114
	47601	11/09/16	LIFE INSURANCE-NOV	10.35		M304		D	N				EMPLOYER INSUR.	101.41408.0114
	47601	11/09/16	LIFE INSURANCE-NOV	41.40		M304		D	N				EMPLOYER INSUR.	101.41409.0114
	47601	11/09/16	LIFE INSURANCE-NOV	2.59		M304		D	N				EMPLOYER INSUR.	101.41424.0114
	47601	11/09/16	LIFE INSURANCE-NOV	1,337.85		M304		D	N				INS. PASS THROUG	101.41428.0819
	47601	11/09/16	LIFE INSURANCE-NOV	341.55		M304		D	N				EMPLOYER INSUR.	101.42411.0114
	47601	11/09/16	LIFE INSURANCE-NOV	31.05		M304		D	N				EMPLOYER INSUR.	101.42412.0114
	47601	11/09/16	LIFE INSURANCE-NOV	36.22		M304		D	N				EMPLOYER INSUR.	101.43417.0114
	47601	11/09/16	LIFE INSURANCE-NOV	209.07		M304		D	N				EMPLOYER INSUR.	101.43425.0114
	47601	11/09/16	LIFE INSURANCE-NOV	10.35		M304		D	N				EMPLOYER INSUR.	101.45432.0114
	47601	11/09/16	LIFE INSURANCE-NOV	31.05		M304		D	N				EMPLOYER INSUR.	101.45433.0114
	47601	11/09/16	LIFE INSURANCE-NOV	6.21		M304		D	N				EMPLOYER INSUR.	101.45435.0114
	47601	11/09/16	LIFE INSURANCE-NOV	5.18		M304		D	N				EMPLOYER INSUR.	101.45437.0114
	47601	11/09/16	LIFE INSURANCE-NOV	95.22		M304		D	N				EMPLOYER INSUR.	651.48484.0114
	47601	11/09/16	LIFE INSURANCE-NOV	10.35		M304		D	N				EMPLOYER INSUR.	651.48485.0114
	47601	11/09/16	LIFE INSURANCE-NOV	10.35		M304		D	N				EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	2,346.30		*CHECK TOTAL								
				2,346.30										
MARTIN-MCALLISTER			003093											
	47681	11/16/16	PUBLIC SFTY ASSESSMENT	1,000.00		10743		D	N				SUBSISTENCE OF P	101.42411.0337
MATHESON TRI-GAS INC			002898											
	47682	11/16/16	WELDING GAS	77.07		14304368		D	N				GENERAL SUPPLIES	101.45433.0229
MENARDS			000449											
	47683	11/16/16	BATTERIES	12.49		16345		D	N				GENERAL SUPPLIES	651.48484.0229
	47683	11/16/16	ANTIFREEZE/BLACK TEE	22.62		16408		D	N				MTCE. OF EQUIPME	651.48484.0224
	47683	11/16/16	BATTERIES	59.47		16408		D	N				GENERAL SUPPLIES	651.48484.0229
	47683	11/16/16	REPL. TANK LEVER	3.99		16703		D	N				MTCE. OF STRUCTU	101.45435.0225
	47683	11/16/16	SURGE PROTECTOR	19.94		16788		D	N				MTCE. OF EQUIPME	101.45433.0224
	47683	11/16/16	FIRE EXIT SIGNS-PARTS	79.17		16788		D	N				MTCE. OF STRUCTU	101.45433.0225
	47683	11/16/16	SUPPLIES	35.12		16788		D	N				GENERAL SUPPLIES	101.45433.0229
	47683	11/16/16	REPL. 3 TOILET SEATS	53.85		16807		D	N				MTCE. OF STRUCTU	101.42412.0225
	47683	11/16/16	FIX A FLAT MAT'L	6.99		17244		D	N				MTCE. OF EQUIPME	101.45435.0224
	47683	11/16/16	BATTERIES	12.95		17244		D	N				GENERAL SUPPLIES	101.45435.0229
	47683	11/16/16	CHRISTMAS LTS-SELVIG PRK	44.35		17313		D	N				GENERAL SUPPLIES	101.43425.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MENARDS			000449							
	47683	11/16/16	CHRISTMAS LTS-SELVIG PRK	53.22		17323		D N	GENERAL SUPPLIES	101.43425.0229
				404.16	*CHECK	TOTAL				
			VENDOR TOTAL	404.16						
MID CENTRAL DOOR CO			000859							
	47684	11/16/16	REPL. FIRE EXIT DOOR	1,470.00		0032305		D N	MTCE. OF STRUCTU	101.45433.0225
MIKE'S SMALL ENGINE CENT			002699							
	47685	11/16/16	EAR PROTECTION	12.95		109481		D N	SUBSISTENCE OF P	101.43425.0227
	47685	11/16/16	WEED TRIMMER LINE	79.90		109567		D N	GENERAL SUPPLIES	101.43425.0229
	47685	11/16/16	EDGER BLADES	9.90		109652		D N	MTCE. OF EQUIPME	101.43425.0224
	47685	11/16/16	STIHL SAW REPAIR-PARTS	18.90		3058		D N	MTCE. OF EQUIPME	101.43425.0224
	47685	11/16/16	STIHL SAW REPAIR-LABOR	26.00		3058		D N	MTCE. OF EQUIPME	101.43425.0334
	47685	11/16/16	STIHL SAW REPAIR-LABOR	52.00		3058		D N	MTCE. OF EQUIPME	101.43425.0334
	47685	11/16/16	STIHL SAW REPAIR-PARTS	6.00		3135		D N	MTCE. OF EQUIPME	101.43425.0224
	47685	11/16/16	STIHL SAW REPAIR-LABOR	52.00		3135		D N	MTCE. OF EQUIPME	101.43425.0334
	47685	11/16/16	STIHL SAW REPAIR-PARTS	24.95		3203		D N	MTCE. OF EQUIPME	101.43425.0224
	47685	11/16/16	STIHL SAW REPAIR-LABOR	19.50		3203		D N	MTCE. OF EQUIPME	101.43425.0334
	47685	11/16/16	CHAPPS FOR TREE CUTTING	99.95		4767		D N	SUBSISTENCE OF P	101.43425.0227
	47685	11/16/16	CHAIN SAW RECOIL	0.95		4782		D N	MTCE. OF EQUIPME	101.43425.0224
	47685	11/16/16	TRIMMER LINE	19.95		5192		D N	GENERAL SUPPLIES	101.43425.0229
	47685	11/16/16	STIHL SAW REPAIR-PARTS	59.85	003080	3058		D N	MTCE. OF EQUIPME	101.43425.0224
				482.80	*CHECK	TOTAL				
			VENDOR TOTAL	482.80						
MINI BIFF LLC			001805							
	47686	11/16/16	TOILET RENTALS-SEP	77.93		A-82716		D N	RENTS	101.45432.0440
	47686	11/16/16	TOILET RENTALS-OCT	79.23		A-83176		D N	RENTS	101.45432.0440
	47686	11/16/16	TOILET RENTALS-OCT	159.00		A-83180		D N	RENTS	101.43425.0440
				316.16	*CHECK	TOTAL				
			VENDOR TOTAL	316.16						
MN DEPT OF AGRICULTURE			000487							
	47687	11/16/16	2017 TREE CARE REGISTRY	25.00		111516		D N	PREPAID EXPENSES	101.128000
MN DEPT OF TRANSPORTATIO			000497							
	47688	11/16/16	MATERIAL SAMPLE TESTS	108.71		P00006535		D N	OTHER SERVICES	416.48451.0339
MN MUNICIPAL UTILITIES A			001257							
	47689	11/16/16	DRUG TESTING	35.50		47902		D N	SUBSISTENCE OF P	651.48484.0337
MN STATE FIRE DEPARTMENT			000519							
	47690	11/16/16	2017 MEMBERSHIP DUES	423.00		110716		D N	PREPAID EXPENSES	101.128000
MORRIS ELECTRONICS			003199							
	47691	11/16/16	AS400 CHANGES	75.00		20140340		D N	PROFESSIONAL SER	101.41409.0446

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MOSS & BARNETT			001655							
	47692	11/16/16	CATV LEGAL SERV-OCT	2,933.00		656866		D M 07	PROFESSIONAL SER	101.41406.0446
MVTL LABORATORIES INC			000544							
	47693	11/16/16	LAB TESTING	45.00		832249		D N	PROFESSIONAL SER	651.48484.0446
	47693	11/16/16	LAB TESTING	692.00		834248		D N	PROFESSIONAL SER	651.48484.0446
	47693	11/16/16	LAB TESTING	145.00		834712		D N	PROFESSIONAL SER	651.48484.0446
	47693	11/16/16	LAB TESTING	45.00		836017		D N	PROFESSIONAL SER	651.48484.0446
	47693	11/16/16	LAB TESTING	45.00		837057		D N	PROFESSIONAL SER	651.48484.0446
				972.00	*CHECK	TOTAL				
			VENDOR TOTAL	972.00						
NCL OF WISCONSIN INC			001627							
	47694	11/16/16	LAB SUPPLIES	975.67		380705		D N	GENERAL SUPPLIES	651.48484.0229
NELSON/MARIE			.02255							
	47695	11/16/16	SIGN DEPOSIT REF 2016-30	100.00		2016-30		D N	DEPOSITS-SIGN PE	101.230001
NELSON/MICHAEL			.02608							
	47602	11/09/16	PIANO CONCERT FEE	150.00		110816		D N	PROFESSIONAL SER	101.45435.0446
NORTH RISK PARTNERS			000181							
	47696	11/16/16	2017 SURETY BOND	662.23		2304710		D N	PREPAID EXPENSES	101.128000
	47696	11/16/16	2016 SURETY BOND	220.77		2304710		D N	INSURANCES AND B	101.41428.0441
				883.00	*CHECK	TOTAL				
			VENDOR TOTAL	883.00						
NORTHERN BUSINESS PRODUC			002322							
	47697	11/16/16	OFFICE SUPPLIES	15.23CR		C101530-0		D N	OFFICE SUPPLIES	101.41410.0220
	47697	11/16/16	OFFICE CHAIR	230.00		100158-0		D N	SMALL TOOLS	101.42411.0221
	47697	11/16/16	OFFICE SUPPLIES	39.94		101530-0		D N	OFFICE SUPPLIES	101.41410.0220
	47697	11/16/16	OFFICE SUPPLIES	93.14		104444-0		D N	OFFICE SUPPLIES	101.41410.0220
	47697	11/16/16	OFFICE SUPPLIES	50.60		106200-0		D N	OFFICE SUPPLIES	101.45433.0220
	47697	11/16/16	OFFICE SUPPLIES	5.58		99080-0		D N	OFFICE SUPPLIES	101.42412.0220
	47697	11/16/16	OFFICE SUPPLIES	261.22		99337-0		D N	OFFICE SUPPLIES	101.41410.0220
				665.25	*CHECK	TOTAL				
			VENDOR TOTAL	665.25						
NORTHERN STATES SUPPLY			000585							
	47698	11/16/16	BEARINGS/FLANGES	24.74		10-544001		D N	INVENTORIES-MDSE	101.125000
	47698	11/16/16	#088959-PIVOT PINS	21.17		10-544296		D N	MTCE. OF EQUIPME	101.43425.0224
	47698	11/16/16	GRINDER TOOL	187.13		10-544314		D N	SMALL TOOLS	101.45433.0221
	47698	11/16/16	BOLTS	5.34		10-544431		D N	MTCE. OF EQUIPME	101.43425.0224
	47698	11/16/16	LUBE FOR FIRE HYDRANTS	81.98		10-544535		D N	MOTOR FUELS AND	101.43425.0222
	47698	11/16/16	CLIP FOR TREE CABLE	4.31		10-544769		D N	MTCE. OF EQUIPME	101.43425.0224
	47698	11/16/16	CABLE TIES FOR BANNER	12.39		10-544830		D N	MTCE. OF EQUIPME	101.43425.0224
	47698	11/16/16	CABLE TIES FOR BANNER	24.77		10-544851		D N	MTCE. OF EQUIPME	101.43425.0224
	47698	11/16/16	JKTS FOR BLDG OFFICIALS	125.90		1082304		D N	SUBSISTENCE OF P	101.41402.0227

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NORTHERN STATES SUPPLY			000585							
	47698	11/16/16	BOLTS	10.35		1089168		D N	MTCE. OF EQUIPME	101.43425.0224
	47698	11/16/16	BOLTS	31.69		1089169		D N	MTCE. OF EQUIPME	101.43425.0224
				529.77	*CHECK	TOTAL				
			VENDOR TOTAL	529.77						
O'REILLY AUTOMOTIVE INC			000650							
	47699	11/16/16	FLOOR DRY	77.88		1528-450962		D N	GENERAL SUPPLIES	101.42412.0229
	47699	11/16/16	MULTI METER	29.99		1528-451964		D N	SMALL TOOLS	651.48486.0221
	47699	11/16/16	EXCHANGED MULTI METER	7.00CR		1528-452012		D N	SMALL TOOLS	651.48486.0221
	47699	11/16/16	MULTI METER	29.99		1528-453012		D N	SMALL TOOLS	651.48484.0221
	47699	11/16/16	SUPPLIES	9.41		1528-453012		D N	GENERAL SUPPLIES	651.48484.0229
				140.27	*CHECK	TOTAL				
			VENDOR TOTAL	140.27						
OLIVIA CHRYSLER CENTER			.01745							
	47700	11/16/16	#103516 REPAIR-PARTS	1,110.53		58887		D N	MTCE. OF EQUIPME	651.48485.0224
	47700	11/16/16	#103516 REPAIR-LABOR	620.05		58887		D N	MTCE. OF EQUIPME	651.48485.0334
				1,730.58	*CHECK	TOTAL				
			VENDOR TOTAL	1,730.58						
PAPER & THREADS LLC			002895							
	47701	11/16/16	PATCHES-EXPLORER VESTS	20.00		110616		D N	SUBSISTENCE OF P	101.42411.0337
PERKINS LUMBER CO INC			000604							
	47702	11/16/16	HANDICAP RAMP MTCE-PARTS	892.87		43596064		D N	MTCE. OF STRUCTU	101.45433.0225
	47702	11/16/16	CONCRETE FRAMING MAT'L	68.47		43596587		D N	GENERAL SUPPLIES	101.43425.0229
	47702	11/16/16	BOXES FOR BATTING CAGES	66.36		43596833		D N	MTCE. OF EQUIPME	101.43425.0224
	47702	11/16/16	REROD FOR CONCRETE WORK	82.25		43596939		D N	MTCE. OF OTHER I	101.43425.0226
	47702	11/16/16	RAMP MATERIALS	17.76		43597187		D N	MTCE. OF STRUCTU	101.45433.0225
				1,127.71	*CHECK	TOTAL				
			VENDOR TOTAL	1,127.71						
PEST PRO II			001968							
	47703	11/16/16	PEST CONTROL SERVICES	36.00		20235		D N	PROFESSIONAL SER	101.45435.0446
PETERSON SHOE STORE			000608							
	47704	11/16/16	GAUER-SAFETY BOOTS	175.00		176643		D N	SUBSISTENCE OF P	651.48484.0227
	47704	11/16/16	WIERSCHEM-SAFETY BOOTS	175.00		177246		D N	SUBSISTENCE OF P	101.43425.0227
				350.00	*CHECK	TOTAL				
			VENDOR TOTAL	350.00						
PLUMBING & HEATING OF WI			000618							
	47705	11/16/16	RSTRM/DRNKG FNTN REPAIR	127.70		21889		D N	MTCE. OF STRUCTU	230.43430.0225
	47705	11/16/16	RSTRM/DRNKG FNTN REPAIR	510.00		21889		D N	MTCE. OF STRUCTU	230.43430.0335
				637.70	*CHECK	TOTAL				
			VENDOR TOTAL	637.70						

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
POST BOARD			002280							
	47599	11/08/16	POST LICENSE FEE	90.00		110816		D N	LICENSES AND TAX	101.42411.0445
PREMIUM WATERS INC			000374							
	47706	11/16/16	DRINKING WATER	15.75		329949/10-16		D N	SUBSISTENCE OF P	101.42412.0227
	47706	11/16/16	SOFTENER SALT	45.00		329949/10-16		D N	GENERAL SUPPLIES	101.42412.0229
				60.75	*CHECK	TOTAL				
			VENDOR TOTAL	60.75						
PRINT MASTERS			000624							
	47707	11/16/16	L.O.S.T. BROCHURES	982.00		82211		D N	PRINTING AND PUB	420.45432.0331
PRO ACTION			001782							
	47708	11/16/16	#022446-STROBE TUBE	118.80		00021268		D N	MTCE. OF EQUIPME	101.42412.0224
	47708	11/16/16	FIREFIGHTER UNIFORMS	1,049.85		13930		D N	SUBSISTENCE OF P	101.42412.0227
				1,168.65	*CHECK	TOTAL				
			VENDOR TOTAL	1,168.65						
R & R SPECIALTIES INC			000636							
	47709	11/16/16	ZAMBONI BRUSH/BELT	243.60		0060857		D N	MTCE. OF EQUIPME	101.45433.0224
RAMBOW INC			000639							
	47710	11/16/16	STAFF CLOTHING/UNIFORMS	388.50		270769		D N	SUBSISTENCE OF P	101.45433.0227
	47710	11/16/16	YOUTH REC JERSEYS	934.62		271324		D N	GENERAL SUPPLIES	101.45433.0229
	47710	11/16/16	YOUTH REC JERSEYS	75.78		271527		D N	GENERAL SUPPLIES	101.45433.0229
	47710	11/16/16	ARENA STAFF JACKETS	144.69		579219		D N	GENERAL SUPPLIES	101.45433.0229
				1,543.59	*CHECK	TOTAL				
			VENDOR TOTAL	1,543.59						
RED STAR CREATIVE SERVIC			000643							
	47711	11/16/16	L.O.S.T. FLYERS	498.33		1300916		D N	PROFESSIONAL SER	420.45432.0446
RICE HOSPITAL			002761							
	47712	11/16/16	BLOOD TYPING	20.00		8511		D N	SUBSISTENCE OF P	101.41400.0337
ROAD MACHINERY & SUPPLIE			003161							
	47713	11/16/16	REGULATOR FOR TRUCK	113.74		S43014		D N	MTCE. OF EQUIPME	651.48485.0224
SCHWIETERS			003031							
	47714	11/16/16	#131852 REPAIR-PARTS	4.19		124736		D N	MTCE. OF EQUIPME	101.42411.0224
	47714	11/16/16	#131852 REPAIR-LABOR	69.91		124736		D N	MTCE. OF EQUIPME	101.42411.0334
				74.10	*CHECK	TOTAL				
			VENDOR TOTAL	74.10						
SERVICE CENTER/CITY OF W			000685							
	47715	11/16/16	EQUIPMENT REPAIR-OIL	93.60		STMT/10-16		D N	MOTOR FUELS AND	101.42411.0222
	47715	11/16/16	EQUIPMENT REPAIR-PARTS 1,	729.41		STMT/10-16		D N	MTCE. OF EQUIPME	101.42411.0224
	47715	11/16/16	EQUIPMENT REPAIR-OIL	49.24		STMT/10-16		D N	MOTOR FUELS AND	101.42412.0222
	47715	11/16/16	EQUIPMENT REPAIR-PARTS	25.42		STMT/10-16		D N	MTCE. OF EQUIPME	101.42412.0224
	47715	11/16/16	EQUIPMENT REPAIR-OIL	16.64		STMT/10-16		D N	MOTOR FUELS AND	101.43417.0222

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
SERVICE CENTER/CITY OF W			000685							
47715	11/16/16	EQUIPMENT REPAIR-PARTS	7.90			STMT/10-16		D N	MTCE. OF EQUIPME	101.43417.0224
47715	11/16/16	EQUIPMENT REPAIR-OIL	283.36			STMT/10-16		D N	MOTOR FUELS AND	101.43425.0222
47715	11/16/16	EQUIPMENT REPAIR-PARTS	188.53			STMT/10-16		D N	MTCE. OF EQUIPME	101.43425.0224
47715	11/16/16	EQUIPMENT REPAIR-PARTS	46.72			STMT/10-16		D N	MTCE. OF EQUIPME	651.48485.0224
47715	11/16/16	EQUIPMENT REPAIR-OIL	12.48			STMT/10-16		D N	MOTOR FUELS AND	101.42411.0222
47715	11/16/16	EQUIPMENT REPAIR-PARTS	7.90			STMT/10-16		D N	MTCE. OF EQUIPME	101.42411.0224
47715	11/16/16	EQUIPMENT REPAIR-OIL	16.64			STMT/10-16		D N	MOTOR FUELS AND	101.43417.0222
47715	11/16/16	EQUIPMENT REPAIR-PARTS	7.90			STMT/10-16		D N	MTCE. OF EQUIPME	101.43417.0224
47715	11/16/16	EQUIPMENT REPAIR-PARTS	2.13			STMT/10-16		D N	MTCE. OF EQUIPME	101.43425.0224
47715	11/16/16	GAS-59.95 GALLONS	125.35			STMT/10-16		D N	MOTOR FUELS AND	101.41402.0222
47715	11/16/16	GAS-47.89 GALLONS	99.94			STMT/10-16		D N	MOTOR FUELS AND	101.41408.0222
47715	11/16/16	GAS-1896.93 GALLONS	3,949.57			STMT/10-16		D N	MOTOR FUELS AND	101.42411.0222
47715	11/16/16	DIESEL-126.96 GALLONS	241.48			STMT/10-16		D N	MOTOR FUELS AND	101.42412.0222
47715	11/16/16	GAS-156.72 GALLONS	325.43			STMT/10-16		D N	MOTOR FUELS AND	101.42412.0222
47715	11/16/16	GAS-80.16 GALLONS	168.34			STMT/10-16		D N	MOTOR FUELS AND	101.43417.0222
47715	11/16/16	DIESEL-1760.17 GALLONS	3,359.18			STMT/10-16		D N	MOTOR FUELS AND	101.43425.0222
47715	11/16/16	GAS-740.71 GALLONS	1,549.36			STMT/10-16		D N	MOTOR FUELS AND	101.43425.0222
47715	11/16/16	GAS-32.12 GALLONS	67.45			STMT/10-16		D N	MOTOR FUELS AND	101.45433.0222
47715	11/16/16	DIESEL-73.54 GALLONS	144.87			STMT/10-16		D N	MOTOR FUELS AND	651.48485.0222
			12,518.84							
		VENDOR TOTAL	12,518.84			*CHECK TOTAL				
SHERWIN WILLIAMS CO			000690							
47716	11/16/16	PAINT FOR BLDG	132.00			1632-2		D N	MTCE. OF STRUCTU	101.41408.0225
47716	11/16/16	PAINTING SUPPLIES	83.36			1632-2		D N	GENERAL SUPPLIES	101.41408.0229
47716	11/16/16	PAINTING SUPPLIES	45.53			1670-2		D N	GENERAL SUPPLIES	101.41408.0229
47716	11/16/16	TRAFFIC PAINT	117.50			1723-9		D N	GENERAL SUPPLIES	101.43425.0229
47716	11/16/16	PAINT FOR BLDG	33.75			1846-8		D N	MTCE. OF STRUCTU	101.41408.0225
47716	11/16/16	PAINTING SUPPLIES	24.71			1846-8		D N	GENERAL SUPPLIES	101.41408.0229
47716	11/16/16	PAINT FOR BLDG	33.75			1901-1		D N	MTCE. OF STRUCTU	101.41408.0225
47716	11/16/16	PAINTING SUPPLIES	17.16			1901-1		D N	GENERAL SUPPLIES	101.41408.0229
47716	11/16/16	TRAFFIC PAINT	105.00			2037-3		D N	GENERAL SUPPLIES	101.43425.0229
47716	11/16/16	PAINT ROLLERS	15.99			2085-2		D N	GENERAL SUPPLIES	101.43425.0229
47716	11/16/16	PAINT FOR PARK SHELTER	14.74			2456-5		D N	MTCE. OF STRUCTU	101.43425.0225
			623.49							
		VENDOR TOTAL	623.49			*CHECK TOTAL				
SHI CORP			000275							
47717	11/16/16	ACROBAT LICENSE-H.R.	368.00			B05711628		D N	LICENSES AND TAX	101.41409.0445
47717	11/16/16	2017 ADOBE PHOTO SUBSCR.	116.80			B05746321		D N	PREPAID EXPENSES	101.128000
47717	11/16/16	2016 ADOBE PHOTO SUBSCR.	29.20			B05746321		D N	LICENSES AND TAX	101.41409.0445
			514.00							
		VENDOR TOTAL	514.00			*CHECK TOTAL				
SR PERSPECTIVE			.02309							
47718	11/16/16	EVENT AD-SQ DANCE LESSON	5.00			22155C		D N	ADVERTISING	101.45435.0447

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STATEWIDE DISTRIBUTING I 000718										
	47719	11/16/16	CONCESSION SUPPLIES	160.95		201364		D N	GENERAL SUPPLIES	101.45433.0229
STERLING WATER-MINNESOTA 000188										
	47720	11/16/16	DRINKING WATER	18.75		00077131/10-16		D N	SUBSISTENCE OF P	651.48484.0227
	47720	11/16/16	DRINKING WATER	15.00		00088997/10-16		D N	SUBSISTENCE OF P	101.45427.0227
	47720	11/16/16	SOFTENER SALT	40.60		00088997/10-16		D N	GENERAL SUPPLIES	101.45427.0229
	47720	11/16/16	WTR PURIFIER RENTAL-NOV	36.50		01454495/10-16		D N	RENTS	101.41408.0440
	47720	11/16/16	LAB WATER	83.25		01465285/10-16		D N	GENERAL SUPPLIES	651.48484.0229
	47720	11/16/16	SOFTENER SALT	245.00		01465285/10-16		D N	GENERAL SUPPLIES	651.48484.0229
				439.10						
				439.10						
			VENDOR TOTAL	439.10						
						*CHECK TOTAL				
SW - WEST CNTRL SERVICES 000892										
	47603	11/09/16	HEALTH INSURANCE-DEC	720.00		C304		D N	COBRA INS PREMIU	101.120001
	47603	11/09/16	HEALTH INSURANCE-DEC	1,428.00		C304		D N	EMPLOYER INSUR.	101.41400.0114
	47603	11/09/16	HEALTH INSURANCE-DEC	5,453.00		C304		D N	EMPLOYER INSUR.	101.41402.0114
	47603	11/09/16	HEALTH INSURANCE-DEC	2,995.51		C304		D N	EMPLOYER INSUR.	101.41403.0114
	47603	11/09/16	HEALTH INSURANCE-DEC	4,868.50		C304		D N	EMPLOYER INSUR.	101.41405.0114
	47603	11/09/16	HEALTH INSURANCE-DEC	1,428.00		C304		D N	EMPLOYER INSUR.	101.41408.0114
	47603	11/09/16	HEALTH INSURANCE-DEC	5,365.00		C304		D N	EMPLOYER INSUR.	101.41409.0114
	47603	11/09/16	HEALTH INSURANCE-DEC	356.99		C304		D N	EMPLOYER INSUR.	101.41424.0114
	47603	11/09/16	HEALTH INSURANCE-DEC	9,534.00		C304		D N	RETIRED EMPLOYEE	101.41428.0818
	47603	11/09/16	HEALTH INSURANCE-DEC	20,758.50		C304		D N	INS. PASS THROUG	101.41428.0819
	47603	11/09/16	HEALTH INSURANCE-DEC	41,975.00		C304		D N	EMPLOYER INSUR.	101.42411.0114
	47603	11/09/16	HEALTH INSURANCE-DEC	2,856.00		C304		D N	EMPLOYER INSUR.	101.42412.0114
	47603	11/09/16	HEALTH INSURANCE-DEC	5,494.50		C304		D N	EMPLOYER INSUR.	101.43417.0114
	47603	11/09/16	HEALTH INSURANCE-DEC	22,893.40		C304		D N	EMPLOYER INSUR.	101.43425.0114
	47603	11/09/16	HEALTH INSURANCE-DEC	584.50		C304		D N	EMPLOYER INSUR.	101.45432.0114
	47603	11/09/16	HEALTH INSURANCE-DEC	3,937.00		C304		D N	EMPLOYER INSUR.	101.45433.0114
	47603	11/09/16	HEALTH INSURANCE-DEC	350.70		C304		D N	EMPLOYER INSUR.	101.45435.0114
	47603	11/09/16	HEALTH INSURANCE-DEC	714.00		C304		D N	EMPLOYER INSUR.	101.45437.0114
	47603	11/09/16	HEALTH INSURANCE-DEC	9,853.90		C304		D N	EMPLOYER INSUR.	651.48484.0114
	47603	11/09/16	HEALTH INSURANCE-DEC	1,428.00		C304		D N	EMPLOYER INSUR.	651.48485.0114
	47603	11/09/16	HEALTH INSURANCE-DEC	1,428.00		C304		D N	EMPLOYER INSUR.	651.48486.0114
				144,422.50						
				144,422.50						
			VENDOR TOTAL	144,422.50						
						*CHECK TOTAL				
SYSO WESTERN MINNESOTA 000161										
	47721	11/16/16	CONCESSION SUPPLIES	822.28		611090377		D N	GENERAL SUPPLIES	101.45433.0229
THUL SPECIALTY CONTRACTI 003277										
	47722	11/16/16	MANHOLE REPAIRS	9,000.00		2273		D N	MTCE. OF OTHER I	651.48485.0336
TIRES PLUS 000747										
	47723	11/16/16	DISMOUNT/REMOUNT TIRES	4.00		287519		D N	MTCE. OF EQUIPME	101.42411.0224
	47723	11/16/16	DISMOUNT/REMOUNT TIRES	32.00		287519		D N	MTCE. OF EQUIPME	101.42411.0334
	47723	11/16/16	DISMOUNT/REMOUNT TIRES	2.00		287598		D N	MTCE. OF EQUIPME	101.42411.0224
	47723	11/16/16	DISMOUNT/REMOUNT TIRES	16.00		287598		D N	MTCE. OF EQUIPME	101.42411.0334
				54.00						
						*CHECK TOTAL				

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
TIRES PLUS			000747							
			VENDOR TOTAL	54.00						
TORKELSON'S LOCK SERVICE			002583							
47724	11/16/16	KEYS FOR CITY GARAGE		6.00		6186810		D N	MTCE. OF STRUCTU	101.43425.0225
UNDERTHUN/DUWAYNE			001262							
47725	11/16/16	STUMP GRINDING		4,095.00		783102		D M 07	OTHER SERVICES	101.43425.0339
UPPER MIDWEST COMMUNITY			002680							
47726	11/16/16	ERICKSON-SEMINAR REGIS.		475.00		1539		D N	TRAVEL-CONF.-SCH	101.42411.0333
US BANK EQUIPMENT FINANC			003143							
47727	11/16/16	COPIER LEASE-NOV		150.54		316361617		D N	RENTS	101.42412.0440
47727	11/16/16	COPIER LEASE-NOV		340.00		316528603		D N	RENTS	101.41410.0440
				490.54						
			VENDOR TOTAL	490.54						
WALLACE/TIMOTHY			002971							
47728	11/16/16	UNIFORMS-NEW OFFICERS		11.00		111416		D N	SUBSISTENCE OF P	101.42411.0227
WATCHGUARD VIDEO			003279							
47729	11/16/16	IN-CAR VIDEO SYSTEM		5,770.00		4REINV0005122		D N	MACHINERY AND AU	450.42411.0553
47729	11/16/16	IN-CAR VIDEO SYSTEM		5,770.00		4REINV0005122		D N	MACHINERY AND AU	450.42411.0553
47729	11/16/16	IN-CAR VIDEO SYSTEM		5,770.00		4REINV0005122		D N	MACHINERY AND AU	450.42411.0553
				17,310.00						
			VENDOR TOTAL	17,310.00						
WE LEAD			003198							
47605	11/15/16	WE LEAD CONF REGIS.		15.00		111016		D N	TRAVEL-CONF.-SCH	101.41400.0333
47605	11/15/16	WE LEAD CONF REGIS.		30.00		111016		D N	TRAVEL-CONF.-SCH	101.41402.0333
47605	11/15/16	WE LEAD CONF REGIS.		45.00		111016		D N	TRAVEL-CONF.-SCH	101.41405.0333
47605	11/15/16	WE LEAD CONF REGIS.		15.00		111016		D N	TRAVEL-CONF.-SCH	101.41409.0333
47605	11/15/16	WE LEAD CONF REGIS.		15.00		111016		D N	TRAVEL-CONF.-SCH	101.43425.0333
				120.00						
			VENDOR TOTAL	120.00						
WEST CENTRAL COMMUNICATI			000796							
47730	11/16/16	SIREN MTCE-PARTS		706.50		082419S		D N	CIVIL DEFENSE	101.42428.0809
47730	11/16/16	SIREN MTCE-LABOR		427.50		082419S		D N	CIVIL DEFENSE	101.42428.0809
47730	11/16/16	L.S. RADIO CABLE-PARTS		68.38		082780S		D N	MTCE. OF EQUIPME	651.48485.0224
47730	11/16/16	L.S. RADIO CABLE-LABOR		30.00		082780S		D N	MTCE. OF EQUIPME	651.48485.0334
				1,232.38						
			VENDOR TOTAL	1,232.38						
WEST CENTRAL INDUSTRIES			000801							
47731	11/16/16	LAWN MTCE 10/12/16		60.00		396		D N	MTCE. OF OTHER I	101.45437.0336

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WEST CENTRAL PRINTING 000803	47732	11/16/16	BUSINESS CARDS	203.02		19474		D N	OFFICE SUPPLIES	101.42411.0220
WEST CENTRAL ROOFING 000927	47733	11/16/16	LIBRARY ROOF REPAIRS	4,650.00		13161		D N	MTCE. OF STRUCTU	234.45426.0225
WEST CENTRAL SANITATION 000805	47734	11/16/16	GARBAGE SERVICE-NOV	26.47		6806100/11-16		D N	CLEANING AND WAS	230.43430.0338
WEST CENTRAL SHREDDING 003252	47735	11/16/16	SHREDDING SERVICE	278.00		5346		D N	PROFESSIONAL SER	101.41403.0446
WILLMAR CHAMBER OF COMME 000812	47600	11/08/16	POP FOR CVB MEETINGS	10.74		CC STMT/9-16		D N	GENERAL SUPPLIES	208.45005.0229
	47600	11/08/16	UMCVB CONF. MEALS	71.28		CC STMT/9-16		D N	TRAVEL-CONF.-SCH	208.45005.0333
	47600	11/08/16	UMCVB CONF. LODGING	396.18		CC STMT/9-16		D N	TRAVEL-CONF.-SCH	208.45005.0333
	47600	11/08/16	LEISURE COMMITTEE MTG	30.91		CC STMT/9-16		D N	TRAVEL-CONF.-SCH	208.45005.0333
	47600	11/08/16	SPICER COMMERCIAL CLUB	3.50		CC STMT/9-16		D N	TRAVEL-CONF.-SCH	208.45005.0333
	47600	11/08/16	GIFT-RETIRED BRD MEMBER	153.20		CC STMT/9-16		D N	AWARDS AND INDEM	208.45005.0442
	47600	11/08/16	FISCHER-MPI LIVE WEBINAR	20.00		CC STMT/9-16		D N	OTHER CHARGES	208.45008.0449
	47600	11/08/16	FISCHER-CONFERENCE REG.	399.00		CC STMT/9-16		D N	OTHER CHARGES	208.45008.0449
	47600	11/08/16	FACEBOOK ADVERTISING	120.99		CC STMT/9-16		D N	OTHER CHARGES	208.45010.0449
				1,205.80		*CHECK TOTAL				
	47736	11/16/16	CALVIN-CANDIDATE FORUM	15.00		44945		D N	TRAVEL-CONF.-SCH	101.41401.0333
			VENDOR TOTAL	1,220.80						
WILLMAR FORKLIFT INC 002705	47737	11/16/16	SCISSORLIFT REPAIR-PARTS	23.70		45380		D N	MTCE. OF EQUIPME	101.45433.0224
	47737	11/16/16	SCISSORLIFT INSPECTION	135.00		45380		D N	MTCE. OF EQUIPME	101.45433.0334
	47737	11/16/16	SCISSORLIFT REPAIR-LABOR	194.00		45380		D N	MTCE. OF EQUIPME	101.45433.0334
				352.70		*CHECK TOTAL				
			VENDOR TOTAL	352.70						
WINDSTREAM 002100	47738	11/16/16	PHONE SERV-OCT	372.53		STMT/10-16		D N	COMMUNICATIONS	101.41409.0330
	47738	11/16/16	PHONE SERV-OCT	61.20		STMT/10-16		D N	COMMUNICATIONS	101.45433.0330
	47738	11/16/16	PHONE SERV-OCT	298.51		STMT/10-16		D N	COMMUNICATIONS	230.43430.0330
	47738	11/16/16	PHONE SERV-OCT	86.49		STMT/10-16		D N	COMMUNICATIONS	651.48484.0330
				818.73		*CHECK TOTAL				
			VENDOR TOTAL	818.73						
WOLFE COMMUNICATIONS 003051	47739	11/16/16	4 PAGER CHARGERS	329.55		8305		D N	SMALL TOOLS	101.42412.0221
XEROX BUSINESS SERVICES 000131	47740	11/16/16	AS400 HOSTING-NOV	2,644.07		1316536		D N	SUBSCRIPTIONS AN	101.41409.0443

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
5 STAR WALT'S LLC			000790							
	47741	11/16/16	FUEL FOR GENERAL PURPOSE	25.25		102416		D N	MOTOR FUELS AND	101.42412.0222

ACS FINANCIAL SYSTEM
11/16/2016 14:46:58

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V08.03 PAGE 20

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				2,621,103.21						

RECORDS PRINTED - 000434

ACS FINANCIAL SYSTEM
11/16/2016 14:46:58

Vendor Payments History Report

CITY OF WILLMAR
GL060S-V08.03 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	2,278,995.61
208	CONVENTION & VISITORS BUREAU	1,205.80
230	WILLMAR MUNICIPAL AIRPORT	17,655.47
234	LIBRARY IMPROVEMENT RESERVE	4,650.00
416	S.A.B.F. - #2016	108.71
420	LOCAL OPT SALES TAX PROJECTS	2,955.00
432	C.P. - WASTE TREATMENT	144,945.53
450	CAPITAL IMPROVEMENT FUND	47,533.40
651	WASTE TREATMENT	120,515.79
899	DONATION FUND (AGENCY)	2,537.90
TOTAL ALL FUNDS		2,621,103.21

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	2,621,103.21
TOTAL ALL BANKS		2,621,103.21

PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, November 15, 2016, in the Council Chambers at the Willmar Municipal Utilities Building.

Present:	Ron Christianson	Chair
	Audrey Nelsen	Vice Chair
	Andrew Plowman	Member
	Steve Ahmann	Member

Others present: Interim City Administrator Michael McGuire; Public Works Director Sean Christensen; Chief of Police Jim Felt; Shelby Lindrud "West Central Tribune"; Stephen Deleski.

Item No. 1 Call to Order

The meeting was called to order by Chair Christianson at 4:36 p.m.

Item No. 2 Public Comment (Information)

Citizen Stephen Deleski discussed with the Committee concerns at his business property with his sanitary sewer service underneath Highway 12 at 101 5th Street SW. Mr. Deleski had it previously televised and City staff has reviewed the video and concluded per ordinance it was not a City issue as it is a private sewer service. Following discussion, the Committee requested staff contact MnDOT to inquire about their responsibility for repairs.

Item No. 3 Engineering/Surveying Professional Services Agreement (Resolution)

Staff brought forth, for approval, the award of the 2017 Engineering/Surveying professional services agreement to Bolton & Menk. Staff solicited proposals from professional civil engineering firms to provide general engineering services, plan preparation, surveying, construction inspections and contract administration. Proposals were reviewed by a committee of four considering both a technical and price score.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman to award the 2017 Engineering/Surveying professional services agreement to Bolton & Menk. The motion carried.

There being no further business to come before the Committee, the meeting was adjourned at 4:52 p.m. by Chair Christianson.

Respectfully submitted,



Sean E. Christensen, P.E.
Public Works Director



WILLMAR

Public Works Director

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: November 15, 2016

SUBJECT: Engineering/Surveying Professional Services Agreement Recommendation

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

Award the 2017 Engineering and Surveying professional services to Bolton and Menk, Inc.

BACKGROUND: Staff solicited proposals from professional civil engineering firms to provide general civil engineering services, plan preparation, surveying, construction inspections and contract administration for the 2017 improvement projects. Services may include preliminary survey of project areas, preparation of plans, construction staking, construction inspection, contract administration and as built surveys/drawings for a portion of the City's annual improvement projects. Proposals from Bolton & Menk and Bollig Inc. were reviewed by a committee of four and took into consideration both a technical and price score.

FINANCIAL CONSIDERATION: The not to exceed amount of \$511,492 is to be included in our complete project funding.

LEGAL: N/A

Department/Responsible Party: Sean E. Christensen, Public Works Director

Reviewed By: Michael McGuire, Interim City Administrator

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee met on Wednesday, November 16, 2016 at 4:45 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present:	Steve Ahmann	Chair
	Denis Anderson	Member
	Tim Johnson	Alternate Member

Others present: Interim City Administrator Mike McGuire, Human Resource Director Bridget Buckingham, Finance Director Steve Okins and Janell Sommers, Administrative Assistant.

Item No. 1 Call to Order

The meeting was called to order by Council Member Ahmann at 4:45 p.m.

Item No. 2 Public Comment

There were no public comments.

Item No. 3 Compensation/Classification Study (Motion)

Human Resource Director Bridget Buckingham presented the information received from Springsted related to the Compensation/Classification Study of sixteen positions within the City's Supervisor/Confidential Group and the Unrepresented Employees. Ms. Buckingham informed the Committee that three of the positions fell below the minimum for their salary grade. The three positions and their amounts below the minimum are: Accounting Supervisor (\$4,762.47), Information Systems Coordinator (\$11,409.65) and Human Resource Director (\$1,489.02). The Committee discussed the implementation of the salary changes for the three positions, the effective date and the impact on the City's budget.

Human Resource Director Buckingham briefly overviewed the other aspects of the study received by Springsted noting some positions are within the range yet there are salary compression issues and future implementation of a salary schedule for the proposed grades. It was noted staff will be in contact with Labor Attorney Frank Madden to discuss implementation. Council Member Anderson made a motion to implement, effective January 1, 2017, the entire amount of the noted salary increases for the Account Supervisor and Human Resource Director and that the salary increase for the Information Systems Coordination be adjusted to the minimum in three segments annually starting January 1, 2017. Council Member Johnson seconded the motion, which carried.

Item No. 4 Miscellaneous (Information)

Interim City Administrator Mike McGuire informed the Committee that will be an orientation for the newly election officials and tours offered on December 14th. All Council Members are invited to attend and details will follow. Chair Steve Ahmann requested staff check into a policy of how many boards and commissions a Council Member can serve on and report back at the next Committee meeting.

A motion was made by Council Member Anderson, seconded by Council Member Johnson and passed to adjourn. The meeting was adjourned at 5:27 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Janell Sommers". The signature is written in a cursive, flowing style.

Janell Sommers
Administrative Assistant

City of Willmar
Staff

Current	Misc Info	Proposed						Option 1 - Move to Min			Option 2		
Salary	Hrs/Yr	Title	Grade	Min	Mid	Max	Range	Salary	Diff	% Inc	Salary	Diff	% Inc
\$56,700	2080	Police Administrative Assistant	1	50,869.57	58,500.00	66,130.43	Within	56,700.00			57,834.00	1,134.00	2.00%
\$61,548	2080	Arena Operations Supervisor	2	53,921.74	62,010.00	70,098.26	Within	61,548.00			62,778.96	1,230.96	2.00%
\$58,092	2080	Administrative Assistant to City Administrator	2	53,921.74	62,010.00	70,098.26	Within	58,092.00			59,253.84	1,161.84	2.00%
54,392.00	2080	City Clerk	2	53,921.74	62,010.00	70,098.26	Within	54,392.00			55,479.84	1,087.84	2.00%
\$55,824	2080	Accounting Supervisor	4	60,586.47	69,674.44	78,762.41	Below	60,586.47	4,762.47	8.53%	60,586.47	4,762.47	8.53%
\$71,160	2080	Waste Water Superintendent	5	64,221.65	73,854.90	83,488.15	Within	71,160.00			72,583.20	1,423.20	2.00%
\$66,912	2080	Assistant City Engineer	5	64,221.65	73,854.90	83,488.15	Within	66,912.00			68,250.24	1,338.24	2.00%
\$66,516	2080	Public Works Superintendent	5	64,221.65	73,854.90	83,488.15	Within	66,516.00			67,846.32	1,330.32	2.00%
\$52,812	2080	Information Systems Coordinator	5	64,221.65	73,854.90	83,488.15	Below	64,221.65	11,409.65	21.60%	64,221.65	11,409.65	21.60%
\$78,828	2080	Police Captain	6	68,074.95	78,286.20	88,497.44	Within	78,828.00			80,404.56	1,576.56	2.00%
\$75,000	2080	Human Resource Director	8	76,489.02	87,962.37	99,435.72	Below	76,489.02	1,489.02	1.99%	76,500.00	1,500.00	2.00%
\$96,516	2080	Finance Director	9	81,078.36	93,240.11	105,401.87	Within	96,516.00			98,446.32	1,930.32	2.00%
\$85,680	2080	Fire Chief/Marshal	9	81,078.36	93,240.11	105,401.87	Within	85,680.00			87,393.60	1,713.60	2.00%
\$96,156	2080	Planning and Community Services Director	9	81,078.36	93,240.11	105,401.87	Within	96,156.00			98,079.12	1,923.12	2.00%
\$99,720	2080	Public Works Director	10	85,943.06	98,834.52	111,725.98	Within	99,720.00			101,714.40	1,994.40	2.00%
\$91,896	2080	Police Chief	10	85,943.06	98,834.52	111,725.98	Within	91,896.00			93,733.92	1,837.92	2.00%
1,167,752.00								1,185,413.14	17,661.14	1.51%	1,205,106.44	37,354.44	3.20%



WILLMAR

City Administrator

**City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917**

COUNCIL ACTION REQUEST

DATE: November 21, 2016

SUBJECT: City Council Retreat

RECOMMENDATION: The City Council consider authorizing staff to pursue a facilitator and facility to hold a Council Retreat in early 2017.

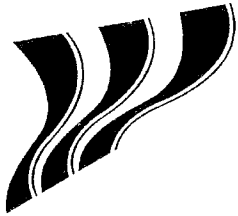
BACKGROUND:

Staff is considering making plans for a Council Retreat on January 13-14, 2017 and is seeking authorization to proceed with planning.

FINANCIAL CONSIDERATION: Unknown at this time

LEGAL:

Department/Responsible Party: Mike McGuire, Interim City Administrator



WILLMAR

Public Works Director

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: November 21, 2016

SUBJECT: Stormwater Infrastructure Update

RECOMMENDATION: No action is recommended at this time.

BACKGROUND: The Council requested staff provide an update on stormwater updates/improvements and their associated costs subsequent to the recommendations presented in the BARR report. Specifics of those improvements will be detailed in the Stormwater Update Report prepared by staff.

FINANCIAL CONSIDERATION: N/A

LEGAL: N/A

Department/Responsible Party: Sean E. Christensen, Public Works Director

Reviewed By: Michael McGuire, Interim City Administrator